



NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

4900 EARHART ROAD • LOVELAND, CO 80538

REGULAR MEETING AGENDA THURSDAY DECEMBER 16, 2021

3:30PM – 5:00PM

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

CONSENT AGENDA

1. NOVEMBER 10, 2021 MEETING MINUTES
2. NOVEMBER FINANCIAL STATEMENTS
3. AIRPORT DIRECTOR'S REPORT
4. 2022 AIRPORT COMMISSION MEETING SCHEDULE
5. LEASE ASSIGNMENT AND ASSUMPTION – 5250 GULFSTREAM
6. LEASE ASSIGNMENT AND ASSUMPTION – 5229 STEARMAN

APPROVAL OF CONSENT AGENDA

CONSENT AGENDA FOLLOWUP

AIRPORT DIRECTOR'S REPORT COMMENTS

REGULAR AGENDA

7. ELECTION OF OFFICERS FOR 2022
8. FEDERAL & STATE GRANT SUPPORTED CAPITAL IMPROVEMENT PLAN 2022-2026
9. COVID BUSINESS ASSISTANCE PROGRAM
10. BUSINESS FROM MEMBERS

PULLED CONSENT AGENDA ITEMS

ADJOURN

Meeting Planning Calendar

January 20

- Hangar Development RFP
- Terminal RFP for Construction Manager at Risk Recommendation
- Terminal Funding
- Strategic Work Plan 2022 Draft

February 17

- Strategic Plan Review & Update
- Approval of 2022 Work Plan

March 17

- Intergovernmental Agreement Legal Review

Next Regularly Scheduled Planning & Development Subcommittee Meeting: December 22 @3:30.

Agenda and materials available at www.flynoco.com/airport-commission/pdsc.



November 10, 2021 Meeting Minutes

Call to Order: Chair Overcash called the meeting to order at 3:37 pm

Roll Call: Chair Overcash, Vice-Chair Fleming, Commissioners Arndt, Burgener, and Stooksbury were present. Commissioner Arndt attended over teleconference. Commissioners Adams and DiMartino were absent.

Public Comments:

Wade Troxell, Citizen, former Mayor of Fort Collins, former Chair of Northern Colorado Regional Airport Commission: Stated the new Airport Terminal project is not aspirational enough and should be a \$36 million-dollar project. He felt funding must have been cut from the project and that the multimillion-dollar shortfall should be covered through philanthropic sources and that at least \$10 million dollars is easily available from the community. He also stated the philanthropic consultant felt that Airport staff were uncooperative with the philanthropic effort and he felt that FAA constraints should not prevent this work.

Commissioner Adams arrived 3:40 p.m. and Commissioner DiMartino arrived 3:42 p.m.

Public Comments continued: Eric Beutz, T-hangar tenant: Agreed with Mr. Troxell's statements. Stated the community-owned the Airport and that the Airport can be creative enough to solve all of the needs of the community because \$250,000-\$350,000 hangars are not feasible for many. **Tony Buckley**, President and CEO of jetCenter Colorado, 800 East Toronto Pl, Greenwood Village, CO, 80111: Requested the Commission approve site A of the hangar development RFP for redevelopment. Requested the Commission not use the RFP to delay development as their proposal is in line with the Airport's newly updated Master Plan that was approved by both Cities and the FAA and the Airport's Design Standards. Also stated that development plans could be at risk if approval is further delayed due to potential changes in interest rates and other market forces. **Ted Rogers**, Freedom Flyers Club and the Western Planes Club: Stated the hangar development RFP was not in line with the Airport's Master Plan. Added the Master Plan does not identify row three for tear down, prevents tear down of rows one and two for four to six more years, and prioritizes the needs of small airplane hangars. Asked the Commission to exclude any proposals received for the hangar development RFP that would tear down the existing hangars. Said the jetCenter proposal should find a greenfield site and pay for their own infrastructure and that small planes add a lot of value to our community as their group has given over 2,000 kids their first plane ride and that benefit would not be provided by Nutrien's Canadian jet. **Steve Aden**, T-Hangar Tenant: Agreed with the two hanger tenants' previous comments. Stated the planned hangars of 2,000-3,000 square feet would not meet the needs for single aircraft. Stated if a developer with the plans to develop new modern T-hangars made a proposal he would write a check today. **Cameron Singh**, BA Group:



Introduced himself to the Commission as the lead for the Discovery Air project. Stated Discovery's first hangar will be operational by mid-December with ground breaking at the start of next year for the new Million Air FBO.

Consent Agenda

Commissioner Adams moved to approve the Consent Agenda. The motion, seconded by Vice-Chair Fleming carried with all the Commissioners present voting in favor thereof.

Pulled Items None

Consent Follow up

Commissioner Stooksbury: Requested a formal mechanism be put in place to ensure new land leases and assumed land leases were meeting the FAA aeronautical hangar use policy to ensure the Airport was in compliance with the Sponsor Grant Assurances.

Director Licon: Current Airport land lease agreements require aeronautical use of hangars. Staff have enforced a minimum of 51% of hangars used solely for aeronautical use. Action is currently being taken on tenants found not complying with the FAA policy and land lease agreement.

Commissioner Stooksbury: Stated the current misuse of hangars witnessed on Airport makes it clear the right thing is not being done in light of the high demand for general aviation hangar space. Believes the leases need to be stricter with higher priority on enforcement. Similar to the recent changes made with Jeffco Airport leases, such as the ability to inspect the hangar at will or with 24-hour notice.

Monthly Report Follow-up: Director Licon presented the gift given by the Blue Angels to the Airport for hosting the Great Colorado Airshow; which was a signed photo of the jet team. Page 15 lists the many organizations that help assist in the production of the show allowing it to be so successful. Byrd Drive LLC/Water Valley/Discovery Air provided overflow parking for the air show. Remote Tower phase 1 in person testing is scheduled for mid-January. Senator Hickenlooper's staffers visited for a tour of the Remote Tower and will bring this information to the Senator's attention. Senator Hickenlooper is a sitting member of the Commerce Committee for Science that oversees transportation. Avelo Airlines will begin flights to Las Vegas on December 15th. Flights for both routes are Wednesday and Saturdays and introductory rates are \$39 right now.

Public Comments: None

Regular Agenda

8. HANGAR

Item 8 is a continuation from the September 16th meeting.

REDEVELOPMENT

Commission action could not be completed due to time constraints.

RFP



Vice-Chair Fleming moved to approve the redevelopment RFP for publishing. The motion, seconded by Commissioner Adams did not pass.

Commissioner Arndt moved to amend the motion approve the redevelopment RFP for publishing after striking the second sentence on page 163 and replaced with “The proposer has experience with similar successful projects.” The amended motion, seconded by Vice-Chair Fleming carried with all the Commissioners present voting in favor thereof.

Public Comments:

Eric Beutz, T-hangar tenant: Stated affordability would be impacted for smaller aircraft with the impact of fees and the design standards. Also stated use of space is not as efficient for aircraft as hangars are square boxes and nesting multiple aircraft in square boxes requires the need for more manpower to complete effectively. **Steve Aden**, T-hangar tenant: A row of modern hangars that are uniform in appearance can look attractive. **Steve Salter**, T-hangar tenant: Concerned adequate replacement of the 60 displaced units was not available. Stated he believed the current hangar developments had very long waitlists and were not viable replacements at any cost right now.

Business Development Specialist Ehle: Current developments do not have any wait lists. The only wait lists are for Airport t-hangars, which are being considered for redevelopment. **Ted Rogers**, T-hangar tenant: Stated he would submit a proposal to the hangar development RFP to not redevelop and to instead rejuvenate 30 of the existing hangars instead. Requested his proposal not be excluded in the current process.

4:58 p.m. Chair Overcash stepped down and exited. Vice-Chair Fleming took over Chair role

5:00 p.m. Commissioner Adams left, quorum no longer met, meeting paused until he rejoined at 5:02 p.m.

9. TERMINAL
BUILDING
PROJECT DESIGN
NEXT STEPS

One year ago, the terminal design project kicked off with the selection and of a team of professionals to begin designing the future terminal building. The Airport contracted with the most qualified team that consisted of the airport-specialized firm Dibble Engineering and Fort Collins based VFLA Architects to begin designing the project.

Since this time the project team has conducted a stakeholder driven schematic design process that included four Charrette exercises where feedback from Airport stakeholders was integrated into every step. The goal of the project is to expand the Airport’s commercial service infrastructure through a sustainable, iconic, new facility that will serve as a new gateway to Northern Colorado. The current plan includes a 26,600 square foot facility that includes high quality architectural themes and finishes.



The project reached the 30% schematic design milestone in September, and the next step in the process is already underway with a solicitation on the street seeking a construction management company to join the design team. The Construction Manager at Risk (CMaR) project delivery method is a qualifications-based selection process and will establish a negotiated guaranteed maximum price.

Staff and the design team have published the CMaR request for proposals (RFP). There has been a good level of interest from many qualified firms that have built similar facilities. This agenda item will present information about the terminal design schedule and updated cost estimate. Staff plans to seek approval to move ahead with the next phase of design once a CMaR firm is selected. This is planned for the January 2022 Airport Commission meeting.

Public Comments: *(Only Commission actions and public comments are normally recorded. However, inclusion of Commission discussion summary was necessary due to the incorporation of public comment throughout the discussion to better allow for clarification.)*

Commissioner Adams: Requested clarification for the statement from public comment that the philanthropic consultant had an issue with staff being uncooperative. **Director Licon:** Stated the Philanthropic contractor submitted an invoice for \$20,000 of the \$30,000 contract with no deliverables received. Also explained staff have been juggling many other duties with little bandwidth and/or manpower to provide support for additional tasks. Explained that when staff requested a detailed invoice to justify the \$20,000 invoice, the consultant provided a new invoice of \$1,900 instead of justification. Continued that Legal Counsel advised the Airport to pay the replacement invoice due to preliminary work that was completed, such as emails and meetings. Further explained that Diane Jones from the Planning and Development Subcommittee (PDSC) volunteered to take the lead on this project and with staff will reassess the contract for fine tuning. Reminded the Commission this contract was to study the feasibility of philanthropic giving and not the actual work to obtain the actual donative funding.

Chair Fleming: Asked if any recommendations were provided for the estimated shortfall of \$2-\$10 million. **Director Licon:** No, unfortunately. **Commissioner Burgener:** Is there any product the consultant produced? **Director Licon:** There hasn't been a production of product, there have only been meetings between staff and Diane Jones and initial emails with the consultant to determine the process for finding this information. **Chair Fleming:** How long has this been underway? **Director Licon:** The contract, was issued two and a half months ago, perhaps more. **Commissioner Adams:** Does the scope include finding how much potential is available for donative giving? **Director Licon:** Because it is a feasibility study, yes. That's the question we are seeking to answer. **Chair Fleming:** Requested former Fort Collins Mayor Wade Troxell expand on his claim that there is \$10 million available and how the Airport would proceed to obtain that.

Commissioner Stooksbury: Clarified that the shortfall is \$7 million and not \$2 million



and there could be an issue servicing the \$500-\$700K a year on the loans. **Wade Troxell:** Stated philanthropic giving is a process and takes a while and relationships. Stated in northern Colorado there is a large capacity for donative giving towards something that can make a difference. Also stated the consultant had told him Jason wasn't giving her the time of day and would not be given access to the Airport's tenant list. Stated Jason does his job inside the fence but that the Airport is not the economic engine it should be and that the inaction was intentional in respect to the philanthropic issues. Gave examples of how the City of Fort Collins has a definitive mechanism within the City that leverages private dollars for public good such as Gardens at Spring Creek and the Kayak Park. Stated the City leverages public dollars with private donors for things that benefit our communities and that there are high net worth individuals in our community. Stated the terminal should be a \$35 million-dollar project and it should be committed to and just done. **Chair Fleming:** Thanked Mr. Troxell for his comments. Stated the issue is not that the Commission is not committed or does not desire to pursue this, but that the issue is that Airport staff are undermanned and not experienced or connected enough for this task. Requested Mr. Troxell participate in this effort on behalf of the Airport and find the people to create a nexus for soliciting these contributions. **Wade Troxell:** Confirmed his commitment to help obtain these funds. **Commissioner Arndt:** Asked if the \$30,000 Philanthropic Feasibility contract was to provide a study for a fundraising plan. The Director confirmed that was correct. Commissioner Arndt asked if the Airport intends to continue with the contract for \$30K, and if so, what the deliverables would be. The Director confirmed the Airport did intend to continue the contract and that deliverables were stated in the contract. Commissioner Arndt then asked if the Airport's role in enabling the consultant to produce the deliverables was clearly defined. The Director stated he was the point of contact and took responsibility for the interaction and support. Commissioner Arndt then asked if the consultant had access to the Airport's tenant/stakeholder database. The Director stated the consultant requested the T-hangar and land lease tenant list. The PDSC and staff believed focusing on key individuals and businesses would be a better use of the consultant's time. Commissioner Arndt requested that staff send the tenant/stakeholder lists to the consultant with the assumption the data was public information. The Director stated that the Airport lists are not public information, which is why they are not shared. **Commissioner Adams:** Requested clarification from Legal. **Legal Counsel Stirman:** Confirmed the information could potentially be protected personal information under the Open Records Act which would need verification. **Jared Bass, Dibble Engineering Consultant:** Requested the Commission tread carefully as they have worked with multiple terminals in the last ten years and mixing private funding with federal funding could cause the Airport to lose eligibility for reimbursement from the FAA. He also cautioned that the Cities and Airport may lose control of the project with the acceptance of private dollars. **Chair Fleming:** Requested the consultant's advice on how to use private money without violating federal standards. **Jared Bass:** Advised the Commission to determine what is eligible and how to apply it and take it step by step with the actual available dollars. Gave an example of private dollars Phoenix Mesa Gateway Airport received from Allegiant Airlines, explained the funds gave the airline control over their terminal which they were luckily able to pay back early and regain control. **Commissioner Arndt:** Asked if this was the role of the



consultant and to advise them of these pitfalls and write a report on what was possible.

Jared Bass: Confirmed that was correct but wanted to convey caution, and stated he was not giving advice for or against the path, but awareness. **Wade Troxell:** Stated he

attended because he counted eight months of inaction and did not see the commitment necessary to make this work. **Diane Jones**, PDSC Member: Stated this was a good conversation but that this was paused to allow them to better refine the contract for the Airport's needs and better enable them to present the plan to the Commission for their full support. **Wade Troxell:** Concurred with Diane's statement.

Commissioner Burgener: Asked if there was anything preventing the Airport from receiving donated money. **Jared Bass:** Confirmed there isn't. **Laurie Stirman:** Confirmed

she was not aware of any restrictions on receiving no strings attached donations but stated consultation with the specialized attorney contracted for this project would be needed to confirm. **Commissioner DiMartino:** Asked what the consultant's timeline for the deliverables was. Director Licon stated the initial timeline was about three or four months going through the feasibility analysis and presenting a report to the Commission. The Commissioner stated it would be helpful to include a set date on when the board would receive the presentation of that feasibility study. **Commissioner**

Burgener: Stated that the main concern is the November 15th deadline for receiving available funding and determining the scope/budget for the project. **Diane Jones:**

Reminded the Commission that this current terminal project is considered phase one and that more aspirational items could be included in future phases. Stated the phasing allows for more time to allow for the philanthropic component to be incorporated at a later date. **Commissioner Adams:** Stated the initial phase was identified as \$26 million

as they thought the fallback was that both Cities might be able to split the difference and worst-case scenario take on a loan. Also pointed out that the CMaR process may identify other bid alternates. Asked the engineering consultant to expand on the work

on build out scopes of alternates. **Jared Bass:** Stated they were currently working with the base GMP, but that the CMaR partner would work alongside them to maximize what funding is available. Stated they plan to provide at least three allowances that could be acted upon if additional funding were to become available. Also stated the ability to add on to the base design with additional phasing that could incorporate additional funding at a later date to maximize flexibility for the Airport. **Commissioner**

Arndt: Asked if the Commission and staff were committed to pursuing philanthropic dollars and also public private partnerships. **Chair Fleming:** Confirmed the Commission has spoken on this topic for several years, but did not speak for the entire board. Asked the rest of the Commission if they were against this, no responses were received so Chair Fleming confirmed this is a Commission commitment. **Commissioner Adams:**

Further explained that a public-private partnership (P3) RFP was published, but that due to the timing constraints with the current schedule it was determined not to be feasible. Also stated a P3 legal expert was on contract to assist with this endeavor once it is pursued at a later date. **Chair Fleming:** Asked the Commission if the next step would

be better to instead pursue the donative funding with Wade Troxell's assistance since he was aware of where the deep pockets or prospective donors were instead of pursuing the feasibility study since it had not produced any great results. **Commissioner DiMartino:** Stated this work is an art and that it would be best to have a conversation with the consultant in order to not take action that could prevent a big win.



Commissioner Arndt: Added that having more than one contact heading this could cause confusion in the donor community. **Chair Fleming:** Asked the Director if the work with the consultant was the right road. **Director Licon:** Reiterated Diane's point that the scope needed fine tuning and that the billing issues caused delays in the progress. Confirmed staff was committed on reengaging and better understanding the process and to allow the expert to do the work on this. **Chair Fleming:** Asked what is impeding the progress and if the consultant's requests were unreasonable. **Director Licon:** Said the consultant did not seem to be unreasonable but that during the PDSC conversations, that they and staff had an issue with understanding since this is not just terminal centric but also includes the influence areas which might distract from what they are trying to achieve with that specificity. **Commissioner Adams:** Requested the consultant meet with the Commission. **Chair Fleming:** Confirmed the consultant had never met with the Commission. **Commissioner Adams:** Requested the consultant attend a PDSC meeting first to start the ball rolling and then to present to the Commission at the January meeting. Stated the ability to flex time for this with contracting methods used could introduce money later and still allow for a great project that even is more aspirational. **Chair Fleming:** Asked if Wade Troxell would be interested in sitting in on the January meeting **Wade Troxell:** Confirmed he would.

Direction: Staff will invite Wade Troxell to the Commission's meeting with the Philanthropic Consultant in January.

Public Comments Continued: Adam Woodward, T-hangar tenant: Stated the philanthropy efforts should also preserve aviation history, provide training facilities for young pilots or mechanics, and more opportunities for engagement with the community aviation base. Stated the unique remote control tower at this Airport and the other opportunities would likely be more attractive to convince someone who would consider donating money to this venture.

10. BUSINESS FOR MEMBERS

Adams The Agenda in December or January will have the evaluation process for Jason. This is normally delayed one year but was delayed an additional year due to COVID. Asked the Commissioners to look for the email with the survey on his evaluation.

Fleming The Strategic Plan contract with Stacy Pearson still has another session left. Please consider when we can dedicate half a day to commit to the strategic plan to discuss many of the goals that were discussed tonight. We can expand on the plan already in place but it needs to incorporate the Master Plan and the financial piece. Diane made mention that the financial and staff resources needed to achieve the strategic objectives/goals needs to be part of the plan.



Adjournment: Meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Vice-Chair, Tom Fleming

DRAFT

November 10, 2021 REGULAR MEETING SIGN IN SHEET

Please Print Your:

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NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 2

MEETING DATE: December 16, 2021

PREPARED BY: Jason Licon, Airport Director

TITLE

Monthly Financial Statement for November 2021

RECOMMENDED AIRPORT COMMISSION ACTION

Accept the preliminary financial statement as presented

BUDGET IMPACT

Neutral

SUMMARY

The Airport's finances continue to remain positive and on track with expense and revenue budgets, and the Strategic Plan's financial sustainability goals. The financial highlights for the months of September and October include:

- Unanticipated revenue was received from Cameron Peak Fire Support through the Loveland Fire and Rescue Authority as part of airport equipment provided and utilized in 2020. The airport equipment used as part of the support included one of the Airport Rescue and Fire Fighting units. The total cost that was reimbursed to the Airport for the use of this equipment was just over \$82,000. This funding will be used over the next three years to support training for FAA required Fire and Rescue personnel and to purchase necessary equipment.
- Aviation business lease deferrals totaled \$105,000.08 for the period April 2020 – November 2021 with two companies using the program. These amounts are reflected within the Hangar Rental and Land Lease revenue line items. This program was extended to the end of 2021 and is an item for discussion as agenda item number 9.
- Crude Oil prices trended downward in late November after reaching a peak price early last month of over \$84 per barrel. Oil price trends influence aviation fuel pricing greatly, and fuel related revenues have already exceeded what was budgeted due to higher fuel prices coupled with strong demand. The following is oil price amount per barrel for the past few months:
 - October 1, 2021: \$75.88
 - November 1, 2021: \$84.05
 - December 1, 2021: \$65.57
- Wholesale fuel volumes sold at the airport were reported by JetCenter as follows:

- October, 2019: 99,308 November 2019: 86,837
- October, 2020: 111,443 November 2020: 63,986
- October, 2021: 140,458 November 2021: 126,477
- Fuel sales tax reimbursements from the State of Colorado take over one month to be processed and deposited into the fuel tax reimbursement account.

ATTACHMENT

Preliminary monthly financial statement for November 2021



NORTHERN COLORADO REGIONAL AIRPORT

Airport Statement of Revenues and Expenses From 01/01/2021 to 11/30/2021

PRELIMINARY

	Y-T-D 2021 Actual	Y-T-D 2020 Actual	Y-T-D 2021 Budget	2021 Total Budget	% of Total Budget
OPERATING REVENUES					
Hangar Rental	226,638	203,073	197,087	215,000	105%
FBO Rent	84,865	80,975	88,264	96,287	88%
Gas and Oil Commissions	208,375	99,587	151,250	165,000	126%
Aviation Fuel Tax Reimbursement	116,530	109,972	94,875	103,500	113%
Land Lease	338,895	300,552	275,000	300,000	113%
Land Lease PD Training Ctr	274,652	271,126	339,658	370,538	74%
Terminal Lease and Landing Fees	7,160	28,798	8,250	9,000	80%
Parking	330	3,925	9,163	10,000	3%
Miscellaneous	115,225	18,938	17,875	19,500	591%
TOTAL OPERATING REVENUES	1,372,671	1,116,946	1,181,422	1,288,825	107%
OPERATING EXPENSES					
Personal Services	606,415	577,911	678,466	734,737	83%
Supplies	58,555	60,143	77,924	85,000	69%
Purchased Services	323,975	484,716	594,154	648,149	50%
TOTAL OPERATING EXPENSES	988,945	1,122,770	1,350,544	1,467,886	67%
OPERATING GAIN (LOSS)	383,725	(5,824)	(169,122)	(179,061)	
NONOPERATING REVENUES (EXPENSES)					
Passenger Facility Charge	0	0	0	0	
Interest Income	19,915	55,239	45,837	50,000	40%
Capital Expenditures	(941,544)	(336,918)	(5,102,163)	(5,566,000)	17%
TOTAL NONOPERATING REVENUES (EXPENSES)	(921,629)	(281,679)	(5,056,326)	(5,516,000)	
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(537,904)	(287,504)	(5,225,448)	(5,695,061)	
Capital Contributions	343,570	441,780	5,946,424	6,487,000	5%
CHANGE IN NET POSITION	(194,334)	154,277	720,976	791,939	
NET POSITION, Beginning	16,591,600	17,180,973			
NET POSITION, Ending	16,397,266	17,311,401			
Investment in Capital Assets	13,627,746	14,657,229			
Net Position Available for use	2,769,520	2,654,172			



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DATE: December 10, 2021
TO: Northern Colorado Regional Airport Commission
FROM: Jason R. Licon, Airport Director
RE: Airport Monthly Report for November

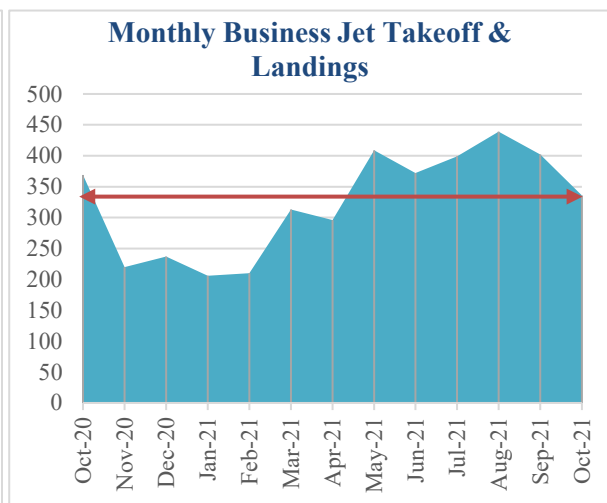
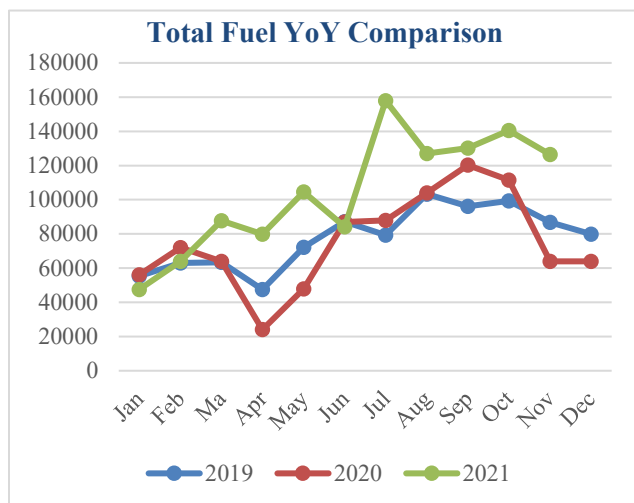
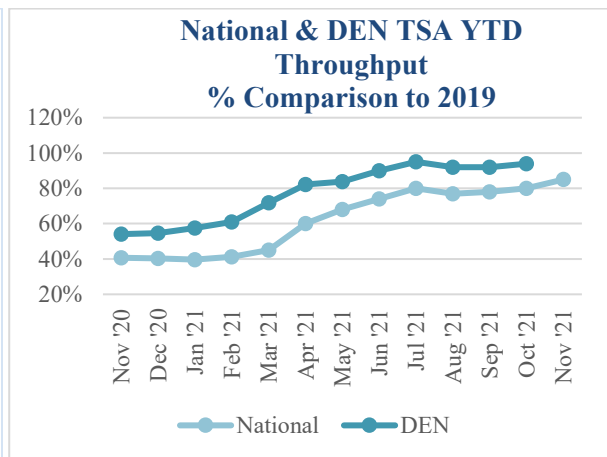
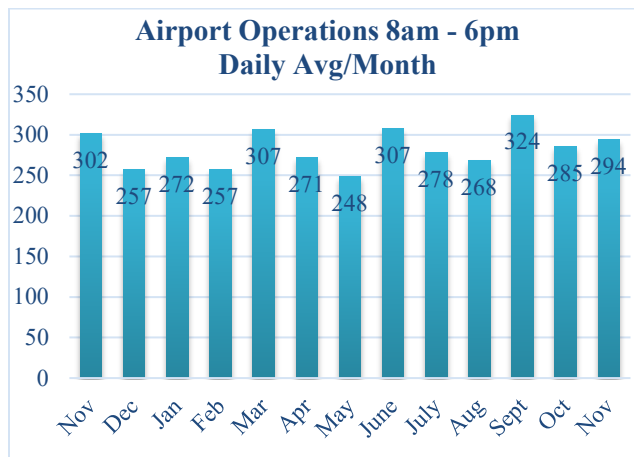
Executive Summary

November was another extremely busy month for the Airport and for the six full time staff members that operate and manage it. There is a tremendous amount of activity going on in the airline, private development, regulatory, and airport administration realms. Key takeaways from this report include:

- Completion of the \$3 million federally funded Commercial Apron expansion & Taxiway E project was completed both early and under budget.
- The Discovery Air development is reaching a milestone in December with the anticipated completion of the first 38,000 square foot hangar and office building.
- Remote Tower testing schedule may be restarting as soon as mid-January, and is subject to pandemic restrictions on travel. The FAA is working to coordinate the necessary resources to meet the proposed restart of the testing January 18 – February 17, 2022.
- Level of interest is high on the Terminal project for the RFP advertised for a construction management company, receiving submissions from nine highly qualified firms.
- Airport activity has been high due to great fall weather and continued healthy economic conditions despite rises in fuel prices.
- Avelo Airlines seems to be doing well, operating full flights during the Thanksgiving holiday week.
- Current terminal capacity is being investigated in order to support future anticipated flight activities for airlines.
- A regional partnership consisting of the Airport, Estes Park, Fort Collins, and Loveland are working together to create a destination marketing effort for both Los Angeles Area and Las Vegas to promote the Avelo flights for tourism.

November Airport Activity Dashboard

The Air traffic control tower reported a daily average of 294 flight operations per day in November, which is slightly above the twelve-month average of 280. National airline passenger throughput further increased by 5% from October. The percentage of airline travel is still mostly reflecting leisure travel activities, with business travel slowly growing compared to pre-pandemic levels.



Denver International Airport is still exceeding the national passenger counts for October, DEN increased to 94% when compared to 2019 levels vs. 80% for the national passenger counts. November wholesale fuel orders increased by 49.4% as compared to 2020's numbers. Fuel sold by the FBO for November was 126,477 gallons. Business jet activity for the month of October (FAA data lags one month) compared to the same month last year decreased 4.3%.

Avelo Airlines

Flights to and from Burbank California began in October and have been steadily increasing in ridership, with many flights being sold out during the Thanksgiving holiday week. I can attest to this as I had the opportunity to purchase tickets on the flights traveling with my family to experience Southern California, where flights were full in both directions. Below are photos of the experience including the full Boeing 737-800 and the gate at the Burbank Airport that is very similar to the ground loading platform utilized here.



Initial reports for the passenger load for the inaugural Las Vegas flights are very promising despite being outside of a major holiday. The airline’s schedule has been extended through the end of April of 2022, providing a longer window of booking availability. This schedule maintains the Wednesday and Saturday flights, and staff continue to request the ability to have better days of operation, specifically a Thursday and Sunday flight schedule.

A tourism partnership has formed with the Cities of Estes Park, Fort Collins, and Loveland to target visitors from the Avelo destinations. The group is working to create ideas for content, and to market Northern Colorado to both the Los Angeles/Burbank area and also the Las Vegas area. This effort is just getting started and is being coordinated with the Avelo marketing team.

Remote Tower Update

The Leesburg VA remote tower project reached a milestone by receiving operational viability approval from the FAA allowing the system to control air traffic until such time the system components are all certified through a separate evaluation. This means that the personnel that were attempting to test and evaluate both remote towers will have more bandwidth to support our project.

Project team officials are working on a new phase one goal with testing rescheduled to begin in mid-January. This new plan is subject to obtaining approvals for travel, and that the facility maintains a status of not having any pandemic related outbreaks. In the meantime, air traffic controllers onsite are working with the system three days each week to maintain familiarity and functionality in anticipation for the start of testing.

Discovery Air Corporate Aviation Campus

The final touches are being put on the new phase one facility, with the expectation that it will be open by the end of the year. The “Torrey’s Peak” hangar building is the official name of the new 38,000 square foot hangar and office facility. It includes 29,500 square feet of hangar space and 8,500 square feet of customizable office and shop space.



Staff have been working with the Discovery Air team on the next step, which is to construct an adjacent facility for their newly announced FBO (Fixed Base Operator) with MillionAir.

Kruger Wildfire Tragedy

On Tuesday evening November 16, 2021 Marc 'Thor' Olson, one of our local SEAT Base firefighting pilots, took his last flight while battling the Kruger wildfire in Estes Park. This was to be a historical first flight in Colorado with night vision and infrared technology for battling wildfires at night with fixed wing aircraft. Thor was well versed in aerial firefighting and thoroughly experienced as a pilot who had also served in the Army and Air Force for 32 years.

LFRA (Loveland Fire Rescue Authority), Larimer County Sheriffs, and other agencies escorted him with an honor guard procession out of the canyon. A procession was held on November 22nd to honor his life on his transfer to Texas where his family will hold final services.

Thor recently completed a Behind the Wings episode for Rocky Mountain PBS in partnership with The Wings Over the Rockies museum in September which covered Aerial Firefighting. Thor explains how the use of this technology will help enhance wildland firefighting. The episode covers over how aerial firefighting works and the additional benefits it provides for our communities. You can watch this episode on the Rocky Mountain PBS website at: <https://bit.ly/3kVkWbj>.



Cameron Peak Fire Reimbursement

Last year the Cameron Peak fire raged for many months in western Larimer County. The fire drew in a great amount of resources including many helicopters that worked under contract with the agencies working to combat the blaze. As part of the effort a temporary helicopter base was established at the CSU owned Christman Airfield, just West of downtown Fort Collins. There the Loveland Fire and Rescue Authority provided staff and the Airport provided firefighting apparatus to support the temporary airfield in case of emergency. As a result of this,

the Airport received compensation of just over \$82,000 for providing the equipment to support the temporary airfield.



Terminal Project

The pre-bid meeting for the request for proposals (RFP) advertising for a Construction Management Company to become part of the design process and ultimately the contractor overseeing the project was held on November 10. A significant turn out of interested companies came to learn more about the project at the meeting. A total of nine well qualified and highly reputable firms provided statements of qualifications and cost estimates for the remainder of the design phase. Staff from the Airport and the Cities, and the design consultants are reviewing and scoring the submittals early in December and will discuss shortlisting the proposals and interviewing them just after the holidays. Narrowing down the selection process will be very challenging due to the many great proposals received. However, staff is still on track to make a recommendation to the Airport Commission at the January 20th regularly scheduled meeting.



Commercial Apron Expansion & Taxiway E

The \$3 million project was completed both early and under budget. The achievement is due to the invested partners that were fully engaged which kept the project on track, and delivered before the scheduled completion date. The Construction team from IHC Scott and the construction management engineers from Dibble Engineering made this possible. The team

worked hard to get the project substantially completed prior to the airshow event in mid-October and as Avelo began scheduled service into the Airport.

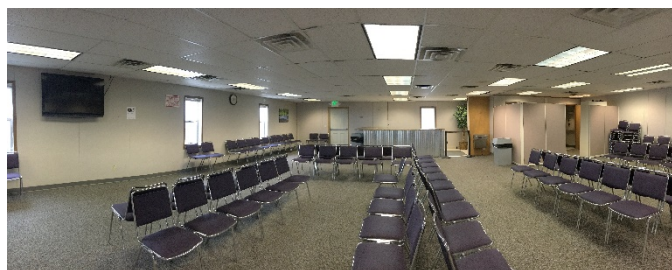
Terminal Capacity



Staff is working to create capacity related flight slots for future commercial air carrier flights. With the new Las Vegas routes and existing Burbank flights from Avelo, the terminal facility is limited to being able to accommodate only one of these flights at a time, or from any carrier operating aircraft in excess of 150 seats. During the fall college football season, the airport

supported 35 charter flights, and continued to support infrequent casino charters operating larger aircraft to Laughlin and Reno, Nevada.

The data suggests that the terminal is able to handle six available flight slots per day. Staff has expanded the seating capacity inside the facility and is investigating temporary outdoor heated space for overflow during peak times in winter months. Allegiant used the facilities in the past without significant issues, however they were operating 150 – 166 passenger aircraft, which the modular buildings were designed to accommodate. Additionally, half of the passenger facility used for the past Allegiant flights are now set up for the Remote Tower system and therefore no longer available to hold passengers. Avelo is operating 189 passenger aircraft, which is prompting the need for more seating and temporary outdoor heated space during colder weather.



Aircraft Taxiway Repairs



Emergency repairs to sections of failed pavement were made to the area along Stearman and Staggerwing taxiways. In addition to these areas, some sections of the terminal parking lot were also repaired due to expansive soils, age, greater usage, and from the March blizzard. The total cost of the repairs was \$47,500, and will allow the Airport to continue supporting the aircraft and vehicles that utilize these areas safely until a more permanent solution is created.



Attachments

1. WEPA Remote Tower Project Manager Report for November
2. AIN Article Leesburg Remote Tower
3. Coloradoan Article, United & Avelo Airlines help Airport boost economy
4. PDSC Draft Meeting Minutes from November 17, 2021



November 30, 2021

From: William E. Payne, P.E.
To: Colorado Division of Aeronautics

Section A – Remote Air Traffic Control Contract Progress Report #04

Re: Period: November 1 through November 30, 2021

Colorado Remote Tower Project Activity Status			
Activity	Status/Start Date (Projected)	Finish Date (Projected)	Remarks
Remote Tower Implementation			
Relocate Mobile Tower	8/2/2021	8/2/2021	Complete
Remote Tower STARS Installation	9/27/2021	10/21/2021	Complete
Remote Tower System			
System Upgrade - Tech Refresh	In-Progress	TBD	Continuing
Video Grabber Playback System	9/27/2021	10/8/2021	Complete
Remote Tower Testing			
Serco Controller Staff Remote Tower	10/1/2021	4/1/2022	Serco preparing staffing plan
Phase 1 - Passive Testing	1/18/2022	2/17/2022	Tentative based on FAA resource availability & Larimer County COVID risk Level
Safety Risk Manage Panel	TBD	TBD	FAA Forecast Schedule 1 week duration
Safety Risk Management Document Signed	TBD	TBD	FAA Forecast Schedule 6- 12 months
Phase 2 - Active Testing	TBD	TBD	Subject to FAA Phase 1 SRMD Signatures
Safety Risk Manage Panel	TBD	TBD	
Safety Risk Management Document Signed	TBD	TBD	
Phase 3 - Validation & Verification	TBD	TBD	Subject to FAA Phase 2 SRMD Signatures
Safety Risk Manage Panel	TBD	TBD	
Safety Risk Management Document Signed	TBD	TBD	
Operational Viability Decision (OVD)	TBD	TBD	
Phase 4 - Post OVD Validation & Verification	TBD	TBD	Subject to FAA Phase 3 SRMD Signatures
Safety Risk Manage Panel	TBD	TBD	
Safety Risk Management Document Signed	TBD	TBD	
Certification/Commissioning	TBD	TBD	

Note: All dates reflect latest FAA proposed schedule and are subject to change based on FAA SME's ability to travel to FNL

Remote Tower Project Narrative:

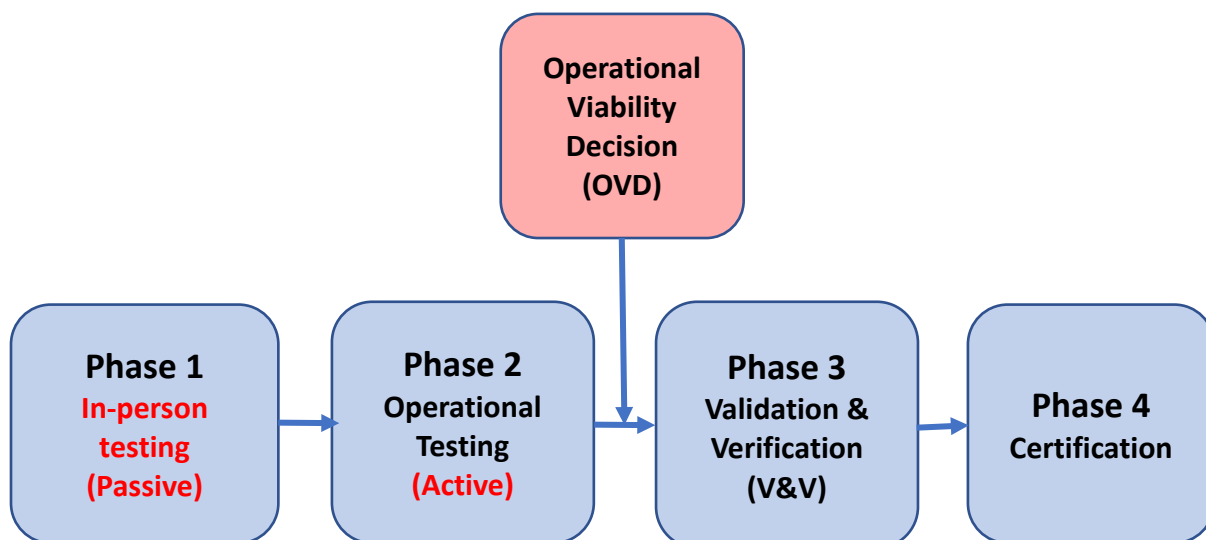
With the onset of the holiday season, many of the Remote Tower project team and subject matter experts (SME) at FAA Headquarters are taking annual leave resulting in limited activity on both the Colorado Remote Tower (FNL) and Leesburg (JYO) remote tower projects. Contributing to this situation is the Federal vaccine mandate requiring all of FAA to be vaccinated before travel is approved. Additionally, Headquarters employees are being required to return to the office on a limited basis. Some employees that are eligible to retire are doing so, creating loss in experienced SME. The FAA is backfilling the vacant positions with personnel from other lines of business.

Phase 1 in-person testing of the Colorado Remote Tower system has been delayed due primarily to the COVID pandemic and resource availability. A proposal to have the Serco controllers staff the remote tower to become familiar with the system operation has been implemented. The Serco controllers are in the remote tower facility on a rotation and time permitting basis in 1-hour sessions on Wednesday, Thursday, and Friday of each week. As part of this exercise, controllers are completing questionnaires regarding the ability to perform air traffic control functions with reference primarily to the visual displays with only minor emphasis on the air situation display (ASD) (radar) as an ancillary tool, and to evaluate the system performance. By having controllers working with and observing the system operation they will become familiar with the system operation and will be able to maintain currency in anticipation of Phase 1 Testing. This familiarization effort is extremely valuable and will yield positive results when we begin Phase 1 Testing. Being proficient and current on system operation will also reduce startup time when testing begins. An additional benefit when working with the remote tower system is that it allows the controllers to observe and suggest system and procedures changes.

Preliminary review of the questionnaire worksheets reinforces what was found in the test/evaluation we conducted, exclusive of the FAA participation, in May and June 2020. During the test/evaluation we concentrated on a holistic approach to evaluating the ability to control traffic using the video displays and the ASD. The controllers indicated that the ASD when employed as a situational awareness tool greatly enhances their ability to perform the necessary tasks.

The FAA has indicated that Phase 1 In-person Testing may begin on January 18, 2022 depending on COVID risk level in Larimer County and FAA resource availability.

Proposed Remote Tower Testing Phases:



January 18, 2022

TBD

TBD

TBD

Projected Start Date

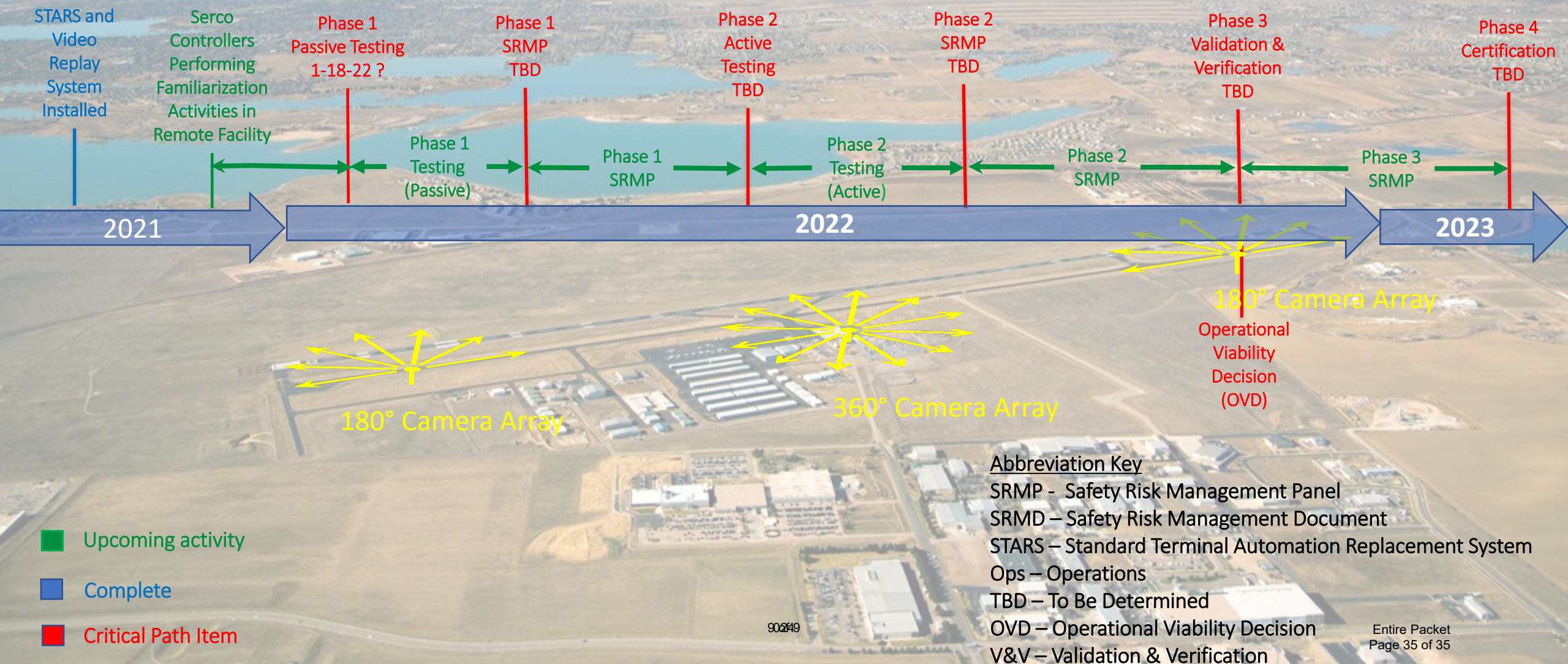
*Dependent on local resources' ability to travel to FNL

Schedule Note: This status is based on the latest proposed schedule and is dependent upon availability of FAA resources to staff the remote tower and support the Phase 1 SRMP.

Note: The FAA has replaced the term Initial Operating Capability (IOC) with Operational Viability Decision (OVD). This may change again as the terminology of remote tower certification is in flux.

Colorado Remote Tower Timeline (Draft)

CAB 12-8-21
Agenda Item 12.1



FAA: Remote Tower at Leesburg 'Operationally Viable'

The FAA has declared the Saab remote tower system at Virginia's Leesburg Executive Airport (KJYO) "operationally viable," authorizing ATC services to continue there using this system. Leesburg has been Saab's U.S. test site for its remote tower technology and in 2019 was granted approval from the FAA to conduct an initial operational phase, during which time certified controllers safely managed more than 75,000 operations at the airport.

Monday's announcement "brings us even closer to an FAA-certified, lower-cost alternative for U.S. general aviation airports needing to replace their aging towers, or for busy airports similar to Leesburg seeking to add ATC services," said Saab Inc. president and CEO Erik Smith. An FAA spokesman told **AIN** that agency certification of Saab's remote tower is "not currently expected before the end of 2024."

The system at Leesburg includes fixed high-definition cameras and controller displays, as well as maneuverable optical and infrared cameras, microphones, and signal light gun. Controllers at the remote tower have the same tools as at other ATC towers, but use live video displayed on monitors instead of direct vision to detect and direct in-view air traffic.

"This milestone FAA decision has positioned the Leesburg airport—the second-busiest general aviation airport in Virginia—one step closer to permanent ATC services, while avoiding the ever-increasing expense of constructing and maintaining a conventional, multi-story ATC tower," Saab said.

BUSINESS

With surge of activity, Northern Colorado airport taking off as a long-sought economic hub

Pat Ferrier Fort Collins Coloradoan

Published 4:01 p.m. MT Nov. 4, 2021

Fortunes at Northern Colorado Regional Airport in Loveland have risen and fallen in the past decade as commercial air service came and went, taking federal airport funding with it.

Today, with two airlines operating at the Loveland airport, an increase in commercial aviation, a remote control tower awaiting Federal Aviation Administration approval, a new terminal slated for 2024 and new development on its southern edge, the airport appears ready for takeoff.

Those who own and run the airport and those who use it say it is on the precipice of big things that will bring economic development and good-paying jobs to the area.

The airport's governing commission, made up of representatives from its owner cities Loveland and Fort Collins, "see it as an energizer that's sparking innovation in transportation" and setting up Northern Colorado to be on the leading edge of economic development, said commission Chairman and Loveland Mayor pro-tem Don Overcash.

"It won't be what it has been in the last few years, which was a hobby airport in a lot of ways," he said.

The airport, with a \$19 million budget next year, has seen an average of 277 flight operations per day — takeoffs, landings or approaches to land by all aircraft — for the past 12 months between 8 a.m. and 6 p.m., when the air traffic control tower operates daily.

Still, there's work to be done. The airport has run out of hangar space for private planes and corporate aircraft, existing hangars are aging, and officials say roads and parking lots need improvement and a new terminal is desperately needed.

"We have some really old structures out there that we're looking to replace," Overcash said.

After COVID-19 slowed down life and commerce last year, this year has seen an embarrassment of riches.

Earlier this year, United Airlines partnered with Landline for a "wingless flight" bus service connecting passengers at Loveland to Denver International Airport. It was followed by Avelo Airlines' first flights from Northern Colorado to Los Angeles in October and to Las Vegas beginning in December; acceleration of new terminal design and the near completion of the first phase of Discovery Air, a four-building campus on the south end of the airport that will bring new corporate hangars, a fixed-base operator, a new restaurant and other businesses.

The airport commission recently put out a request for proposals for new T-hangar development (the predominant style of hangars found on most local and regional airports throughout the country) and commercial development similar to Discovery Air.

"We are looking to drive the best use of our air space and improving corporate flight," Overcash said. "And, our commitment is to continue to attract commercial flight."

Growing momentum: New offerings from Avelo, United help Northern Colorado Regional Airport spread its wings

United, Avelo add to uneven history of air service

United's partnership signaled its return to Northern Colorado after a near 25-year absence when it regularly flew out of what was then called Fort Collins-Loveland Municipal Airport.

The airport, which opened in the mid-1960s, was initially served by small commuter airlines that provided shuttle flights to Stapleton International Airport in Denver. There was then no service from about 1985 through 1990, when Continental Express began flying for about three years. United Express flew from Loveland to Denver from 1992 to 1997.

The airport was without commercial air service from 1997 until 2002 when Allegiant announced weekly flights from Loveland to Las Vegas and, later, Mesa, Arizona. The relationship lasted until 2012 when Allegiant abruptly pulled out, citing the airport's lack of an air traffic control tower.

Elite Airways, an East Coast-based airline, began flying from Northern Colorado to Rockford, Illinois, in August 2015, but suspended flights each winter. It did not resume flights in 2017.

After the airport got approval for the remote tower project, Allegiant announced it would resume service in 2019 but backed out before ever flying when the tower project failed to secure FAA approval in time.

Re-enter United Airlines and its partnership with Landline earlier this year to provide flights — really, it's a bus — from Loveland to DIA. The next score for the partnership will be when it can "board" passengers in Loveland and drop them off inside a secure area at DIA so passengers cannot only bypass parking at DIA, they can skip security lines.

About the bus: 'Flights' from Loveland airport slowly building momentum

"Hopefully, secure-to-secure (service) will be approved in the near term and that will open the door to see a lot more ridership," said Jason Licon, airport manager.

"Flying" out of Loveland and "connecting with a large hub airport that provides 14 flights a day to a single destination and the ability to accommodate business travelers who want to come and go on their schedules ... is going to lower that barrier to use," he said. "I think it will be even more convenient when the secure-to-secure feature is approved."

But, we've been down this road before. Excitement builds as commercial air service gets going, only to have the rug pulled out from under Northern Colorado travelers.

"Avelo's future is dependent on how much those routes get used," Licon said. At the same time the nascent airline announced it would begin flights from Loveland, it named three other airports as locations for new service. Loveland was the only survivor, Licon said.

Adding destinations like Las Vegas and Los Angeles — places Northern Colorado residents love — makes Licon optimistic the service will be well used.

"We're in it still," he said. "That's very positive. I encourage folks to try it out and see how convenient it is to fly out of our backyard."

Costs: Here's what Northern Colorado flights to Los Angeles will cost

For airport, COVID takes and COVID gives

What the COVID-19 pandemic took away in delays to certifying the remote tower project, it gave back in the form of \$16.9 million in federal CARES Act funding, which the airport will use to jumpstart a new \$27 million terminal project that was not on the agenda for another four or five years.

"We want ... a terminal facility to be able to be enjoyed and utilized not only for those traveling to and from, but to encourage folks to come out and bring their kids to watch airplanes take off and land and other things," Licon said.

The terminal has been operating from a temporary facility for 17 years. Future growth depends on a larger facility.

While currently in the early design stages, the planned 26,000-square-foot building includes two ticket counters, baggage and security lounges, a concession stand and airport offices with room to add a second story when it's needed.

The big challenge, Licon said, is to have enough infrastructure to handle the demand, including roads and parking lots that don't often get funding.

The airport is now self-sustaining with only about \$180,000 received annually from each city for the lease on 42 acres occupied by the Northern Colorado Law Enforcement Training Center, a regional training facility that opened in February and is used by Fort Collins Police Services, Loveland Police Department, Larimer County Sheriff's Office and Front Range Community College POST Academy.

Much of the airport's funding comes from land leases, hangar fees, fuel charges and federal dollars that follow commercial air service.

A memo from Licon to the airport commission earlier this year states Avelo would provide a direct return of at least \$850,000 in federal funding in 2024 and unlock other federal funding.

Airport eyes U.S. Customs and Border Protection office

Mick Krantz, a pilot for agriculture company Nutrien, has been flying corporate executives around the world for about three years.

The company averages about 10 flights per week from Loveland, about 70% to its corporate headquarters in Canada.

With its U.S. headquarters just south of the airport, Nutrien has a good working relationship with the airport but can't build upon it without more space for its corporate jets, Krantz said.

It currently houses its eight-seat Citation Sovereign at the jetCenter, but it could keep a second or larger jet in Loveland if hangar space were available, Krantz said.

"As Nutrien continues to develop an internal growth plan, a critical component of our North American operations will be at an airport with a U.S. Customs and Border Protection office," Krantz said.

It's something the local airport commission has been considering for two years as it began contemplating a new terminal.

Landing twice to clear customs and then reach a final destination costs companies time and money, Aaron Ehle, airport planning and development specialist, wrote in a 2019 memo to the commission.

FNL — the airport designation by which the airport is known — estimated at that time it was the final destination for about 74 international flights per year, or 4.3% of its 1,730 annual business jet arrivals. More than half of those flights were by Nutrien.

Overcash said the Customs and Border Protection office is part of the new terminal design, but Krantz said it still has to be approved by the federal government. "Without the facility it will never come; we need the facility for it to become an option."

Now, every time Krantz flies back into the U.S. he must land at an airport that offers U.S. Customs and Border Protection services before landing in Loveland. Options include Billings or Great Falls, Montana; Casper, Wyoming; Broomfield or Denver. He typically lands in Casper.

The customs stops can take an hour or more and cost between \$2,000 and \$4,000 per landing and add wear and tear on the engine, Krantz told the commission in 2019.

From Krantz's perspective, the airport is moving in the right direction with the right pieces coming at the right time.

From a safety perspective, it needs the remote air traffic control tower; from a time perspective, it needs the customs office.

"The pieces are coming in order as they need to," he said.

"The economic growth of this airport and what it can do ... it can be the engine that can spin off economic development for the entire area," Krantz said. "It's huge and hard for people outside of aviation to understand that."

Discovery Air opens new opportunities

Torrey's Peak, the first of four buildings at Windsor developer Martin Lind's Discovery Air, is nearly complete on the southern end of Lear Drive, near the edge of the airport.

Business Aviation Group is managing the 30-acre Discovery Air project for Lind's Water Valley Land Co., which is developing the project.

Lind, a pilot and often vocal critic of the speed with which airport improvements are moving, is optimistic the airport is gearing up to be an economic force in Northern Colorado.

The first building, which will house Woodward's corporate jet and flight department, as well as another unnamed corporation, is just about finished.

Lind hopes to begin construction next year on the second building, which will include a second fixed-base operator, or FBO, which fuels and services jets, along with a full-service restaurant.

Business Aviation Group LLC recently chose Million Air to be the fixed-base operator.

The third and fourth buildings will be built as demand dictates, but Lind hopes they will be under construction sooner rather than later.

There are three other non-aeronautical-related pads that can be developed in the future.

"This will be a pretty dynamic airport," Lind said during a tour of Torrey's Peak. "Nothing is ever fast enough for me, but I'm super optimistic this could be a gateway to the world."

Having Avelo provide two new destinations "will open the floodgates," Lind said.

Lind's other developments: Last tract of Windsor's Water Valley development slated for new high-end homes

The cities of Fort Collins and Loveland are looking at utilization of the airport to grow primary jobs focused on technology training, aviation training and instruction, Licon said.

Creating new primary jobs based on aeronautics in all its forms — pilots, airplane mechanics, air traffic controllers — "really make a difference to a local economy," he said.

The investments the cities are making in the remote tower and wingless flights — both of which the airport is pioneering — along with Aims Community College's aviation and flight training program and other flight schools based at the airport push the need for those jobs.

"There's a tremendous need for all those folks to keep our skies safe," Licon said. It's critical that "we have enough people to do the jobs that are highly technical and require a lot of training."

COVID delays remote tower approval

At a typical airport, air traffic is controlled by air traffic controllers sitting in a tower high above the runways.

Northern Colorado Regional Airport's remote tower eliminates the need and cost of building, maintaining and staffing a physical air traffic control tower.

Instead of air traffic controllers sitting in a tower, controllers at the Loveland airport keep their eyes on a bank of monitors as 31 cameras around the airport capture a panoramic view of air and ground traffic.

Representatives from the FAA planned to be in Loveland from Aug. 17-26 to begin testing Phase 1 of the remote tower project that's been underway since 2018.

But when COVID-19 risk levels began to rise, some FAA experts were unwilling or unable to travel, according to airport officials.

Testing was rescheduled until September, but those tests were delayed due to the county's increasing COVID-19 case numbers. Air traffic control services continue to be provided by the mobile tower.

Now it is unknown when the testing might begin, pushing back the federal certification date that was expected next year.

The remote tower, the first of its kind in the U.S., has to undergo rigorous testing before it's certified by the FAA.

The first phase includes FAA officials running different scenarios to determine the functional capabilities of the remote tower system as installed. In the second phase, the remote tower becomes the primary air-traffic control with the existing mobile tower providing safety redundancies.

The remote tower system can be certified after Phase 2 testing.

Businesses at Northern Colorado Regional Airport

Aircraft avionics and maintenance

Avionics Specialists LLC
The New Firewall Forward
Professional Aircraft Services

Flight training and aircraft rentals

Aims Community College - Aviation Department
Colorado Sport Pilot
The Flying School
The New Leading Edge Flight Training

Commercial Helicopter Service

Trans Aero Helicopters

Fixed-base operator

jetCenters of Colorado

MEETING RECORD

Page 1

DATE: 11/17/2021
TIME: 3:00-5:19 PM
RE: Planning and Development Subcommittee Meeting (PDSC)
ATTENDEES: Tom Fleming, Diane Jones, Troy Bliss, Jason Licon, Aaron Ehle, James Hays, Scott Schorling, Stacy Pearson, Walter Sharp

Begin Meeting Record 11/17/2021

Agenda Item #1: Meeting Minutes – October 27, 2021

- Diane moved to approve the minutes. The motion, seconded by James, passed unanimously.

Agenda Item #2: Strategic Plan & Guiding Documents Consolidation & Resourcing

- At our September meeting, we discussed the need to create alignment with our guiding documents – the 2018 Strategic Plan, 2021 StratOp, 2020 Master Plan, and Airport budget – and to consolidate the plans where it is possible.
- We are looking to create a PDSC work plan for the next year or two that is impactful and realistic based on the staffing and financial resource available.
- Based on our previous discussions, the StratOp, and the focus area recommendations provided by Jason, Diane put together a framework for a 2022-2023 strategic work plan. Airport staff has reviewed the document and suggested some edits/additions.
- As part of the StratOp contract, we have one more ½-full day work session with Stacy Pearson to help refine the plan that was created earlier this year, integrate it with other guiding documents, and implement it.
 - We have two new members from Fort Collins on the Airport Commission who did not participate in the StratOp. It would be beneficial to include them in this work session to help bring them up to speed and allow them to provide input.
 - We would like to combine elements of the 2018 Strategic Plan with the StratOp and factor in the things that have changed since February to create an actionable plan for the next two years.
 - We need to be able to effectively update/adapt the plan as conditions and priorities change.
 - As we identify tasks, associating the resources that are needed will help us create a realistic plan.
- The Capital Improvement Plan (CIP) focuses on projects that are eligible for federal and state funding, but we need to be able to plan for projects that aren't.
- A Word version of the draft strategic work plan will be sent out via email for PDSC members to review and add comments to.

Agenda Item #3: Capital Improvement Plan 2022-2026

- The Capital Improvement Plan (CIP) is a critical planning tool that identifies planned projects for the next 5 years along with anticipated federal and state funding. It is updated every year.
- The Master Plan includes a 20-year financial implementation plan for capital needs and includes projects that may not be eligible for federal or state funding.

MEETING RECORD

Page 2

- The FAA is programming approximately \$14 million for the widening of runway 15-33 in 2024. Because the Airport is now supporting commercial air service, this is a high priority project. By widening the runway from 100 feet to 150 feet, the Airport will be able to support additional airliners such as the Airbus A320 family.
- The reconstruction of Stearman and Northrop Taxilanes will likely have to be funded through the Airport's budget. The pavement on these taxilanes is in poor condition in certain areas. The State was planning on supporting this project, but no longer has available funding due to the impacts of the COVID pandemic, which reduced fuel tax revenues.
- The relocation of the fuel farm has become a higher priority with the planned opening of a second FBO at the Discovery Air campus. The existing fuel farm is original to the Airport and the infrastructure needs to be replaced. It isn't large enough to support a second FBO. Staff has done some preliminary analysis on potential sites for the relocation.
- Federal and State funds can be used for the common-use area (Taxiway D) of the Discovery Air ramp. This is currently planned for 2025.
- The recently passed infrastructure bill may create opportunities for additional funding.
- We will create an updated version of the CIP that indicates whether projects are currently fully, partially, or not-yet funded.
- We may want to include the design for phase 2 of the terminal starting in 2026.
- A list of planned and potential projects that extends beyond 5 years and includes items that may not be on the CIP would be beneficial for planning purposes.
 - The exact timing of the Lindbergh Drive connection is unknown, but should be on our radar.
 - Projects that will encourage private development, such as the construction of public restrooms, could be included.

End Meeting Record



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 4

MEETING DATE: December 16, 2021

PREPARED BY: Shawn Battmer, Airport Executive Assistant

TITLE

2022 Meeting Schedule

RECOMMENDED AIRPORT COMMISSION ACTION

Make a motion to adopt the proposed 2022 regular meeting schedule and the associated resolution #R-16-2021

BUDGET IMPACT

Neutral

SUMMARY

Staff has communicated with Airport Commissioners to create a meeting schedule that will accommodate most members for the upcoming year. The attached 2022 proposed schedule takes into account holidays and the coordination of calendars for City Officials. The proposed meeting schedule format remains similar to the previous year with monthly meetings on the third Thursday of each month. The month of March, and November do not follow the convention to accommodate identified scheduling conflicts.

ATTACHMENTS

2022 Proposed Meeting Schedule

Resolution #R-16-2021



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538
(970) 962-2852 • FAX (970) 962-2855 • TDD (970) 962-2620

Northern Colorado Regional Airport Commission Meeting Schedule 2022

Meetings are the third Thursday of every month unless highlighted in **red** below:

- January 20th
- February 17th
- **March 24th**
- April 21st
- May 19th
- June 16th
- July 21st
- August 18th
- September 15th
- October 20th
- **November 10th**
- December 15th

Meetings are normally held in the Airport Administrative Offices located at 4900 Earhart Road in Loveland, Colorado. Start time for all meetings will be 3:30pm. Below are meetings and events that are considered when creating the schedule:

- **Area School Districts (PSD/TSD) Spring Break March 14-18, 2022**
- **CML's 99th Annual Conference: Breckenridge June 21-24, 2022**
- **National League of Cities: Kansas City, Missouri November 16 - 19, 2022**

RESOLUTION #R-16-2021

A RESOLUTION ADOPTING THE 2022 MEETING LOCATION, TIME AND DATES AND DESIGNATING THE LOCATION FOR POSTING MEETING NOTICES FOR THE NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

WHEREAS, on January 22, 2015, pursuant to that Amended and Restated Intergovernmental Agreement for the Joint Operation of the Northern Colorado Regional Airport, the City of Loveland and the City of Fort Collins created the Northern Colorado Regional Airport Commission (“Commission”); and

WHEREAS, the Commission desires to hold regular meetings at a time and place fixed by resolution of the Commission; and

WHEREAS, pursuant to Section 4(c) of the Commission Bylaws, all meetings of the Commission are subject to the Colorado Open Meetings Law found at C.R.S. § 24-6-402; and

WHEREAS, C.R.S. § 24-6-402 requires that the Commission provide full and timely notice of such meetings by annually designating a public place for posting of such notices that is within the local public body’s boundaries and by posting such notices; and

WHEREAS, the purpose of this resolution is to establish the Commission’s 2021 regular meeting location, time and dates and to designate a public place for posting notice of such meetings.

NOW THEREFORE BE IT RESOLVED BY THE NORTHERN COLORADO REGIONAL AIRPORT COMMISSION AS FOLLOWS:

Section 1. That the regular meetings of the Commission in 2018 shall be held at 4900 Earhart Road, Loveland, Colorado 80538, in the Airport Conference Room at 3:30PM, on the following dates:

January 20	July 21
February 17	August 18
March 24	September 15
April 21	October 20
May 19	November 10
June 16	December 15

Section 2. That the Commission may, from time to time, change by motion the date, time and place of any of its regular meetings in 2022 as established by this Resolution.

Section 3. That the designated location for the posting of meeting notices of the Commission shall be the Airport’s website and/or the City of Loveland’s website.

Section 4. That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this 16th day of December, 2021.

Don Overcash, Chairperson

ATTEST:

Secretary

APPROVED AS TO FORM:



Senior Assistant City Attorney



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538
(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 5

MEETING DATE: December 16, 2021

PREPARED BY: Shawn Battmer, Airport Executive Assistant

TITLE

Lease assignment and assumption - 5250 Gulfstream Court

RECOMMENDED AIRPORT COMMISSION ACTION

Make a motion to approve the lease assignment and assumption as presented

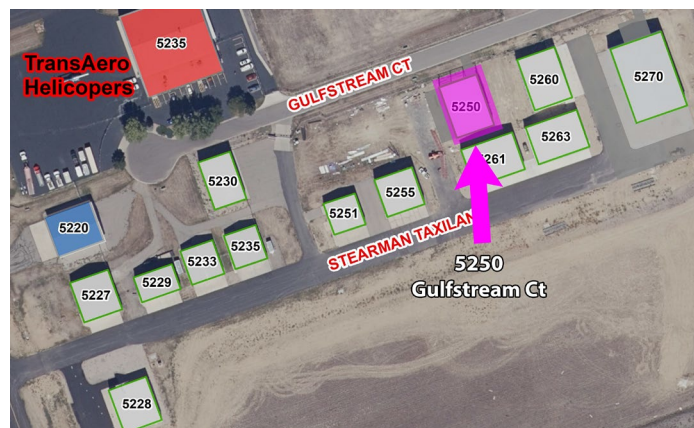
BUDGET IMPACT

Neutral, the lease rates will remain unchanged

SUMMARY

This is an administrative item. The transfer of ownership of privately-owned buildings is frequent on the Airport and requires the approval of the Airport Commission for a lease reassignment and assumption. In this case, the lease is requested to be transferred from the current owner Ryan Wood to Durland Development, LLC. Mr. Wood has been the sole occupant of this hangar since it was constructed in 2018, and Durland Development, LLC. will be purchasing the structure. Mr. Scott Durland, the owner of Durland Development, LLC. intends to purchase the building to be used to store his recently purchased 1985 Cessna Citation S/II turbojet aircraft. Staff have reviewed the request and found the accounts to be in good standing.

LOCATION



ATTACHMENT

Lease Assignment and Assumption: Ryan Wood to Durland Development, LLC, 5250 Gulfstream Ct

ASSIGNMENT AND ASSUMPTION OF LEASE AGREEMENT

5250 Gulfstream Court
Loveland, Colorado 80538

WHEREAS, the Cities of Fort Collins and Loveland, Colorado (the “Cities”) acting by and through the Northern Colorado Regional Airport Commission (“NCRAC”) are the Lessors under that Lease Agreement dated October 1, 2018 as amended, a copy of which is attached hereto as **Attachment 1** and incorporated herein by this reference (the “Lease Agreement”) to Ryan Wood as Lessee (“Assignor”) concerning that property at the Northern Colorado Regional Airport described in Exhibit A to the Lease Agreement (the “Leased Premises”); and

WHEREAS, the Cities are parties to an Amended and Restated Intergovernmental Agreement for the Joint Operation of the Northern Colorado Regional Airport signed on January 22, 2015 and paragraph 4.A. of said Agreement delegates to the NCRAC the authority to enter into lease agreements in a form generally approved by the Cities; and

WHEREAS, the form of this lease agreement has been previously generally approved by the Cities; and

WHEREAS, Commission Bylaws adopted on October 15, 2015 authorize the Commission Chair to sign such agreements on behalf of NCRAC; and

WHEREAS, Assignor desires to assign all of its lease rights and obligations for the Leased Premises, as well as all improvements located thereon, to Durland Development, LLC., (“Assignee”); and

WHEREAS, Article 13 of the Lease Agreement permits this assignment under the conditions as set forth therein; and

WHEREAS, Assignee intends to benefit the Cities by promising to perform all terms and conditions of the Lease Agreement with respect to the Leased Premises as Lessee under the Lease Agreement.

NOW, THEREFORE, in consideration of the Cities’ approval, the mutual covenants and agreements expressed in the Lease Agreement, the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Assignor, by its signature below, hereby assigns all of its right, title and interest in and to the Lease Agreement and the Leased Premises, to Assignee as of December 16, 2021 (the “Effective Date”).

2. Assignee, by its signature below, hereby assumes and agrees to be bound by all obligations, responsibilities and terms of the Lease Agreement with respect to the Leased Premises and hereby becomes the Lessee of the Leased Premises under the Lease Agreement as of the Effective Date.

3. Assignee acknowledges and agrees that the annual rent payment for the Leased Premises under the Lease Agreement is **\$4,449.26 per year**, payable in monthly installments, which rental amount shall be adjusted on May 1, 2022 and on each anniversary thereafter pursuant to Article 4 of the Lease Agreement.

4. Assignee submits to the Cities herewith, the proof of insurance as required in Articles 8 and 9 of the Lease Agreement, attached hereto as **Attachment 2** and incorporated herein by this reference.

5. Assignee submits to the Cities the following notice address pursuant to Article 23 of the Lease Agreement:

**Durland Development, LLC.
15025 Federal Boulevard
Broomfield, CO 80023
scottdurland@aol.com
pscji@cs.com**

6. The Cities designate the NCRAC and the Airport Manager as its representatives who shall make, within the scope of their authority, all necessary and proper decisions with reference to the Lease.

7. For purposes of this Agreement, there may be any number of counterparts, each of which shall be deemed as originals. Facsimile, scanned and other electronic signatures permitted by law, for purposes of this Agreement, shall be deemed as original signatures.

Dated this ____ day of _____, 20____.

[end of page 2]

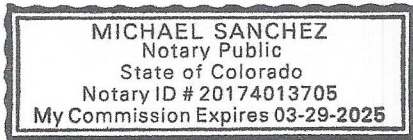
Assignee:
Durland Development, LLC.
15025 Federal Boulevard
Broomfield, CO 80023

By: [Signature]
Scott Durland, Owner

State of Colorado)
)ss
County of Larimer)

Subscribed and sworn to before me this 1st day of December, 20 21
by Scott Durland, as Assignee of Durland Development LLC.

My commission expires 03/29/2025. SEAL



Michael Sanchez
Notary Public

Assignor:
Ryan Wood
7471 CR 74
Windsor, CO 80550

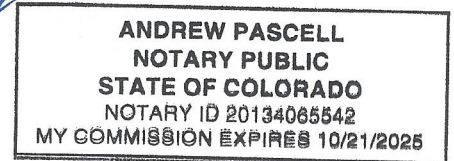
By: [Signature]
Ryan Wood

State of Colorado)
)ss
County of Larimer)

Subscribed and sworn to before me this 6th day of DECEMBER, 20 21
by RYAN WOOD.

My commission expires 10/21/2025. SEAL

[Signature]
Notary Public



The Northern Colorado Regional Airport Commission acting on behalf of the City of Loveland, Colorado and the City of Fort Collins, Colorado, hereby consents to the above-described assignment of all right, title, and interest as Lessee under the above-described Lease Agreement from Assignor to Assignee on the terms and conditions set forth above.

**Northern Colorado Regional Airport
Commission acting on behalf of the City of
Loveland, Colorado and the City of Fort Collins,
Colorado**

By: _____
Commission Chair

ATTEST:

Secretary

APPROVED AS TO FORM:

Assistant City Attorney

ATTACHMENT 1

(Lease Agreement, including all prior amendments and assignments)

ATTACHMENT 2

(Certificate of Insurance)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ISU Insurance Services of Colorado 350 Indiana Street, Suite 750 Golden CO 80401		CONTACT NAME: Terri Hauk PHONE (A/C, No, Ext): (303) 534-2133 FAX (A/C, No): (303) 892-5579 E-MAIL ADDRESS: thauk@isuinsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Liberty Mutual	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED Jim Humphrey and Scott Durland PO Box 13 Greeley CO 80632			
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COVERAGES**CERTIFICATE NUMBER:** 2021-2022 Master**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Premises Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		BKS64091055	11/12/2021	11/12/2022	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 15,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						
A	Property - Replacement Cost Coverage			BKS64091055	11/12/2021	11/12/2022	Building Limit \$635,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: property located at 5250 Gulf Stream Ct, Loveland, CO 80538

City of Fort Collins and the City of Loveland are listed as additional insured's with regard to the general liability.

CERTIFICATE HOLDER**CANCELLATION**

City of Fort Collins City of Loveland 4900 Earhart Rd Loveland CO 80538	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 6

MEETING DATE: December 16, 2021

PREPARED BY: Shawn Battmer, Airport Executive Assistant

TITLE

Lease assignment and assumption - 5229 Stearman St

RECOMMENDED AIRPORT COMMISSION ACTION

Make a motion to approve the lease assignment and assumption as presented

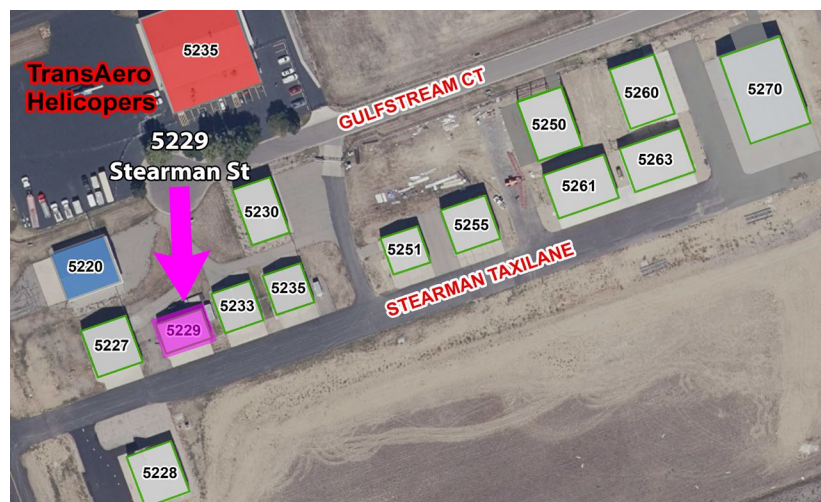
BUDGET IMPACT

Neutral, the lease rates will remain unchanged

SUMMARY

This is an administrative item. The transfer of ownership of privately owned buildings is frequent on the Airport and requires the approval of the Airport Commission for a lease reassignment and assumption. In this case, the lease is requested to be transferred from the current owner Jim Grubbs to Thomas Weston. Mr. Grubbs has been the sole occupant of this hangar since it was constructed in 1999, and Mr. Weston will be purchasing the structure. He intends to purchase an SR22 or SR22T, his real estate agent communicated Mr. Weston intends to achieve this by February 2022. Staff have reviewed the request and found the accounts to be in good standing.

LOCATION



ATTACHMENT

Lease Assignment and Assumption: Jim Grubbs to Thomas Weston, 5299 Stearman St

ASSIGNMENT AND ASSUMPTION OF LEASE AGREEMENT

5229 Stearman Street
Loveland, Colorado 80538

WHEREAS, the Cities of Fort Collins and Loveland, Colorado (the “Cities”) acting by and through the Northern Colorado Regional Airport Commission (“NCRAC”) are the Lessors under that Lease Agreement dated May 28, 1999 as amended, a copy of which is attached hereto as **Attachment 1** and incorporated herein by this reference (the “Lease Agreement”) to Jim Grubbs as Lessee (“Assignor”) concerning that property at the Northern Colorado Regional Airport described in Exhibit A to the Lease Agreement (the “Leased Premises”); and

WHEREAS, the Cities are parties to an Amended and Restated Intergovernmental Agreement for the Joint Operation of the Northern Colorado Regional Airport signed on January 22, 2015 and paragraph 4.A. of said Agreement delegates to the NCRAC the authority to enter into lease agreements in a form generally approved by the Cities; and

WHEREAS, the form of this lease agreement has been previously generally approved by the Cities; and

WHEREAS, Commission Bylaws adopted on October 15, 2015 authorize the Commission Chair to sign such agreements on behalf of NCRAC; and

WHEREAS, Assignor desires to assign all of its lease rights and obligations for the Leased Premises, as well as all improvements located thereon, to Thomas Weston, (“Assignee”); and

WHEREAS, Article 13 of the Lease Agreement permits this assignment under the conditions as set forth therein; and

WHEREAS, Assignee intends to benefit the Cities by promising to perform all terms and conditions of the Lease Agreement with respect to the Leased Premises as Lessee under the Lease Agreement.

NOW, THEREFORE, in consideration of the Cities’ approval, the mutual covenants and agreements expressed in the Lease Agreement, the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Assignor, by its signature below, hereby assigns all of its right, title and interest in and to the Lease Agreement and the Leased Premises, to Assignee as of December 16, 2021 (the “Effective Date”).

2. Assignee, by its signature below, hereby assumes and agrees to be bound by all obligations, responsibilities and terms of the Lease Agreement with respect to the Leased Premises and hereby becomes the Lessee of the Leased Premises under the Lease Agreement as of the Effective Date.

3. Assignee acknowledges and agrees that the annual rent payment for the Leased Premises under the Lease Agreement is **\$435.04 per year**, payable in monthly installments, which rental amount shall be adjusted on May 1, 2024 and on each fifth anniversary thereafter pursuant to Article 4 of the Lease Agreement.

4. Assignee submits to the Cities herewith, the proof of insurance as required in Articles 8 and 9 of the Lease Agreement, attached hereto as **Attachment 2** and incorporated herein by this reference.

5. Assignee submits to the Cities the following notice address pursuant to Article 23 of the Lease Agreement:

Thomas Weston
1857 Castle Hill Drive
Windsor, CO 80550
thomas.r.weston@gmail.com


6. The Cities designate the NCRAC and the Airport Manager as its representatives who shall make, within the scope of their authority, all necessary and proper decisions with reference to the Lease.

7. For purposes of this Agreement, there may be any number of counterparts, each of which shall be deemed as originals. Facsimile, scanned and other electronic signatures permitted by law, for purposes of this Agreement, shall be deemed as original signatures.

Dated this ____ day of _____, 20_____.

[end of page 2]

Assignee:
Thomas Weston
1857 Castle Hill Drive
Windsor, CO 80550

By: 
Thomas Weston

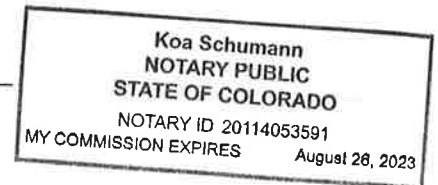
State of Colorado)
)ss
County of Larimer)

Subscribed and sworn to before me this 18th day of November, 2021
by Koa Schumann.


My commission expires 8.26.23.

SEAL

Koa Schumann
Notary Public



Assignor:
Jim Grubbs
2014 N. Taft Avenue
Loveland, CO 80538

By: 
Jim Grubbs

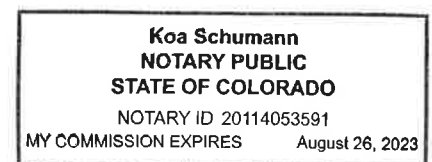
State of Colorado)
)ss
County of Larimer)

Subscribed and sworn to before me this 18th day of November, 2021
by Koa Schumann.

My commission expires 8.26.23.

SEAL

Koa Schumann
Notary Public



The Northern Colorado Regional Airport Commission acting on behalf of the City of Loveland, Colorado and the City of Fort Collins, Colorado, hereby consents to the above-described assignment of all right, title, and interest as Lessee under the above-described Lease Agreement from Assignor to Assignee on the terms and conditions set forth above.

**Northern Colorado Regional Airport
Commission acting on behalf of the City of
Loveland, Colorado and the City of Fort Collins,
Colorado**

By: _____
Commission Chair

ATTEST:

Secretary

APPROVED AS TO FORM:

Assistant City Attorney

ATTACHMENT 1

(Lease Agreement, including all prior amendments and assignments)

ATTACHMENT 2

(Certificate of Insurance)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AP Aerospace 9860 E 21st Street N Wichita KS 67206		CONTACT NAME: Kimberly Manning PHONE (A/C, No, Ext): (316) 749-2795 FAX (A/C, No): (316) 945-2330 E-MAIL ADDRESS: kimberly.manning@assuredpartners.com															
INSURED Thomas Weston 1857 Castle Hill Dr. Windsor CO 80550		<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Chubb-ACE American Insurance Company</td><td></td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Chubb-ACE American Insurance Company		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #																
INSURER A : Chubb-ACE American Insurance Company																	
INSURER B :																	
INSURER C :																	
INSURER D :																	
INSURER E :																	
INSURER F :																	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	SVRD9541333A	12/10/2021	12/10/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPI/OP AGG \$ \$
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> AUTOS <input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N <input type="checkbox"/> N/A ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Location: 5229 Stearman St., Loveland CO 80538

CERTIFICATE HOLDER**CANCELLATION**

City of Fort Collins and City of Loveland 4900 Earhart Road Loveland CO 80538	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Kimberly Manning
---	---

051

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CHUBB®**Policy Number
SVRD9541333A****COMMERCIAL PROPERTY COVERAGE PART
SUPPLEMENTAL DECLARATIONS****ACE American Insurance Company**

Named Insured THOMAS WESTON

Effective Date: 12-10-21

12:01 A.M., Standard Time

Agent Name CRC INSURANCE SERVICES INC

Agent No. Z09029

Item 1. Business Description:**Item 2.** Premises Described: **See Schedule of Locations****Item 3.** \$500 Deductible unless otherwise indicated.**Item 4.** Coverage Provided

Loc. No.	Bldg. No.	Coverage	Limit of Insurance	Covered Causes of Loss	Coins.
001	001	BUILDING FRAME	\$ 280,000	SPECIAL	90

Other Provisions

☒ **Agreed Value:** \$ 280,000 **Expires:** 12/10/22 ☒ **Replacement Cost**

☐ Business Income Indemnity: Monthly Limit: Period: Maximum ☐ Inflation Guard: %
☐ Reporting Extended Days BI Media

Extension of Recovery Period: Months Wind/Hail Deductible:
Deductible: \$ 2,500 Earthquake Deductible: Exceptions

Loc. No.	Bldg. No.	Coverage	Limit of Insurance	Covered Causes of Loss	Coins.

Other Provisions

☐ **Agreed Value:** **Expires:** ☐ **Replacement Cost**

☐ Business Income Indemnity: Monthly Limit: Period: Maximum ☐ Inflation Guard: %
☐ Reporting Extended Days BI Media

Extension of Recovery Period: Months Wind/Hail Deductible:
Deductible: Earthquake Deductible: Exceptions

Loc. No.	Bldg. No.	Coverage	Limit of Insurance	Covered Causes of Loss	Coins.

Other Provisions

☐ **Agreed Value:** **Expires:** ☐ **Replacement Cost**

☐ Business Income Indemnity: Monthly Limit: Period: Maximum ☐ Inflation Guard: %
☐ Reporting Extended Days BI Media

Extension of Recovery Period: Months Wind/Hail Deductible:
Deductible: Earthquake Deductible: Exceptions

Item 5. Forms and Endorsements

Form(s) and Endorsement(s) made a part of this policy at time of issue:

See Schedule of Forms and Endorsements

Chubb. Insured.™

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 7

MEETING DATE: December 16, 2021

PREPARED BY: Jason Licon, Airport Director

TITLE

Election of Officers

RECOMMENDED AIRPORT COMMISSION ACTION

Elect officers including a Chairperson and Vice Chairperson to serve during the 2022 calendar year

BUDGET IMPACT

None

SUMMARY

The Airport Commission's Bylaws in Section 6 state that an election or appointment process be held annually for the Chair and Vice Chair positions on the Commission:

Section 6. Officers and Personnel.

a. Election of Officers. The officers of the Commission shall be a Chairperson and Vice-Chairperson, and such other officers and assistant officers as may be authorized by the Commission from time to time, to perform such duties as may be approved by the Commission. All officers shall be elected by a majority of the Commission Members present and voting. The Chairperson and Vice-Chairperson shall be members of the Commission. The Commission shall appoint a secretary, who need not be a member of the Commission. At the first meeting of the Commission, the Commission Members shall elect a Chairperson and Vice-Chairperson and appoint other officers who shall serve in their elected or appointed capacities, as applicable, for the remainder of the 2015 calendar year and for the full 2016 calendar year. Thereafter, officers shall be elected or appointed, as applicable, annually by the Commission Members at the Commission's last regularly scheduled meeting of each calendar year to serve a one calendar year term. Vacancies may be filled and new officers may be appointed at any meeting of the Commission.

b. Chairperson. The Chairperson shall preside at all meetings and, except as otherwise delegated by the Commission, shall execute on behalf of the Commission any legal instruments approved by the Commission except contracts and agreements that may be signed by the Airport Manager as authorized by the Commission. The Chairperson shall

execute all ministerial documents on behalf of the Commission. The Chairperson, subject to these Bylaws, shall decide all points of order or procedure unless otherwise directed by a majority of the Commission present. The Commission, by a majority vote of all Commission Members, shall adopt meeting procedures that assure an orderly and focused discussion and facilitate the input of all Commission Members.

c. Vice-Chairperson. The Vice-Chairperson shall perform all of the Chairperson's duties in the absence of the Chairperson.

d. Additional Duties. The officers of the Commission shall perform such other duties and functions as may be required by the Commission from time to time, by the Bylaws or rules and regulations of Commission, by law, or by special exigencies which shall later be ratified by the Commission.

ATTACHMENT

None



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 8

MEETING DATE: December 16, 2021

PREPARED BY: Jason Licon, Airport Director

TITLE

Federal and State Grant Supported Capital Infrastructure Plan

RECOMMENDED AIRPORT COMMISSION ACTION

Adopt Resolution R-17-2021 approving the 2022-2026 Airport Capital Improvement Plan as presented

BUDGET IMPACT

Negative

SUMMARY

The Capital Improvement Plan is a critical planning tool that is used to define the Airport's priority list for projects that would require financial assistance from federal or state resources for the next five years. This does not include items that are necessary for the continued operations and maintenance of the Airport, or projects are not eligible for federal or state funding. In 2020 the CIP was changed multiple times to support competing priorities as a result of the Cares Act funding. At the end of 2020 the Airport Commission and the City Councils approved the Airport Master Plan, which included a 20-year financial plan for implementation. This financial plan was used to create the baseline for capital needs, and has been confirmed by Airport staff after consultation with FAA and state officials during CIP meetings held in October. At the November 17th Airport Commission Planning and Development Subcommittee (PDSC) the draft CIP was presented and was unanimously recommended to the Airport Commission for adoption. Key changes to the CIP include the following:

- The Master Plan's financial implementation analysis had assumed that the Airport would achieve the airline enplanement level in 2020 that would unlock the \$1 million in guaranteed FAA funding in 2022. Since this was not achieved, it is now anticipated to become a reality in 2024 as a result of Avelo Airlines operations. The Airport will likely receive a guarantee of \$150,000 in federal funding for 2022 & 2023.

- It includes work completed in 2021 for terminal design, and reflects current estimated costs at the 30% design level. The terminal building costs have been estimated to be much greater than what was included in the Airport Master Plan, \$23 million vs. \$15 million (this cost estimate includes the building and landside needs- but does not include the \$3 million project completed this year for the apron expansion).
- The updated CIP reflects financial impacts that the pandemic has on available funding from the state of Colorado Aeronautics.
- Pavement rehabilitation or repaving projects for the Stearman and Northrop taxiways were not funded during 2021 nor will be eligible for 2022 due to the state funding shortage, and staff is recommending that they be funded locally due to their poor condition and uncertainty for future state funding.
 - The FAA has agreed to pay for reconstruction of pavements extending into this area partially through a potential discretionary grant of \$850,000 next year, which is great news.
- In addition to the Terminal building project, the next large scale federally funded project is the runway widening project. This is scheduled for 2023-2024 for a total cost of \$14 million. It was confirmed by staff that this project continues to be highly FAA supported due to the new airline service, and associated safety related airfield design requirements that this project will satisfy. This widening project will allow the Airport to continue to support aircraft that the Airport Master Plan identified as the critical design aircraft, which is the Airbus A320 and Boeing 737 aircraft.

Please see the attached FNL ACIP 2021-2026 updated infographic that depicts the project list and corresponding locations. The infographic only reflects projects that are eligible for federal or state funding. Attached is a separate list that also identifies higher cost non-grant eligible projects that may require future funding from non-traditional sources. This project list is dynamic, and will very likely change again in the near future once the FAA and CDOT determine how the Infrastructure Investment and Jobs Act, signed into law on November 15, will impact the availability of funding.

ATTACHMENTS

2022-2026 Capital Improvement Plan

CIP Presentation

Resolution R-17-2021

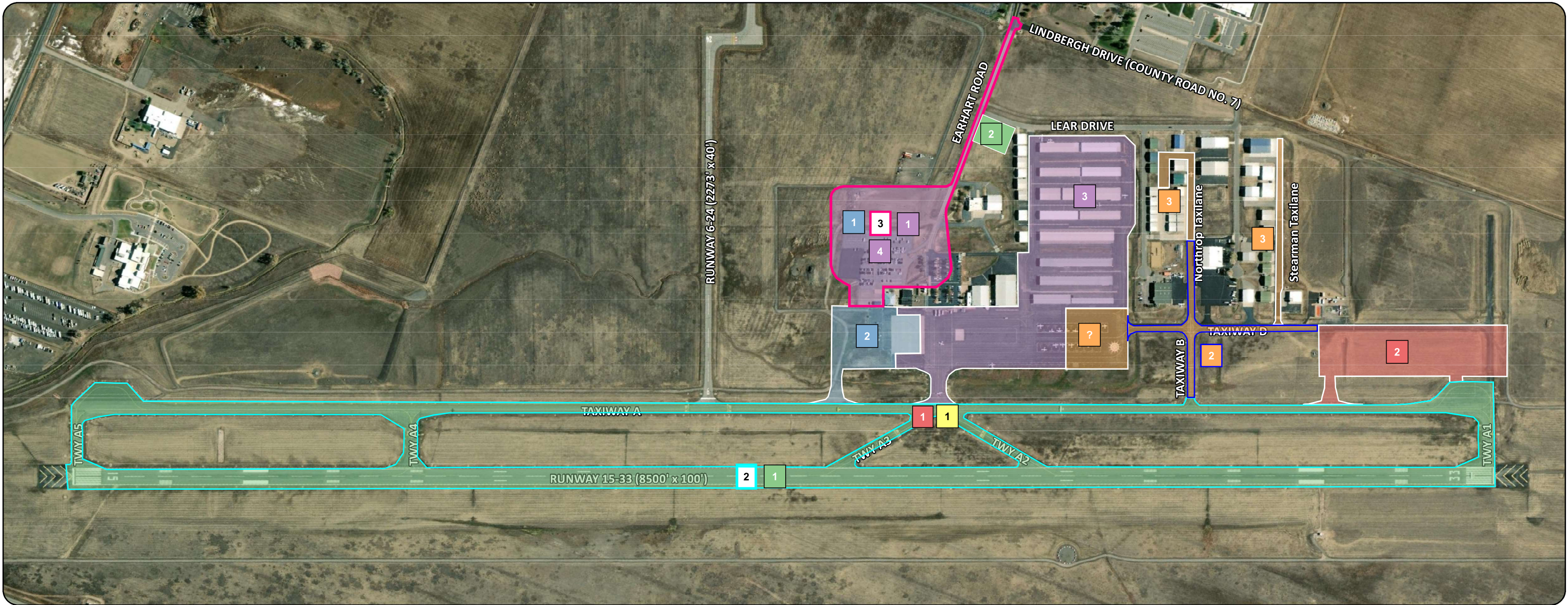
Capital Improvement Plan for Federal & State Grants 2022-2026

	SIB Loan	PFC	Cares Act \$ 15,697,148	FAA Disc.	FAA Ent.	CDAG Funds	Local Funds	Total Project Cost
2022								
Terminal Design to 100%			\$ 1,235,000			\$ -	\$ -	\$ 1,235,000
Reconstruct Taxiways B & D				\$ 700,000	\$ 150,000	\$ 47,222	\$ 47,222	\$ 944,444
Reconstruct Taxiways Stearman& Northrop							\$ 650,000	\$ 650,000
Total 2022			\$ 1,235,000	\$ 700,000	\$ 150,000	\$ 47,222	\$ 697,222	\$ 2,829,444
<i>Funding Balance Reminaing</i>			<i>\$ 14,462,148</i>					
2023								
New Terminal Construction	\$ 5,000,000		\$ 14,462,148		\$ 150,000		\$ 1,815,895	\$ 16,428,043
Runway 15-33 Widening Design				\$ 675,000		\$ 37,500	\$ 37,500	\$ 750,000
Airfield Pavements Design & Construct							\$ 350,000	\$ 350,000
Terminal Civil Work - Landside				\$ 4,500,000			\$ -	\$ 4,500,000
Total 2023	\$ 5,000,000		\$ 14,462,148	\$ 5,175,000	\$ 150,000	\$ 37,500	\$ 2,203,395	\$ 22,028,043
<i>Funding Balance Reminaing</i>	<i>\$ (5,000,000)</i>		<i>\$ -</i>		<i>\$ -</i>			
2024								
Runway 15-33 Widening Construction				\$ 10,790,000	\$ 1,000,000	\$ 655,000	\$ 655,000	\$ 13,100,000
Broom Truck Primary SRE							\$ 750,000	\$ 750,000
Fuel Farm Relocate							\$ 1,700,000	\$ 1,700,000
Debt Service Terminal Loan (PFC & Local funded)	\$ 552,081	\$ 200,000					\$ 352,081	\$ 552,081
Total 2024	\$ 552,081	\$ 200,000		\$ 10,790,000	\$ 1,000,000	\$ 655,000	\$ 3,457,081	\$ 16,102,081
<i>Funding Balance Reminaing</i>	<i>\$ (4,543,752)</i>				<i>\$ -</i>			
2025								
Taxiway A Rehab, Lighting & Signage Design				\$ 305,000	\$ 100,000	\$ 22,500	\$ 72,500	\$ 500,000
Construct New South GA Ramp - Taxiway D replacement					\$ 900,000	\$ 50,000	\$ 50,000	\$ 1,000,000
Debt Service Terminal Loan (PFC & Local funded)	\$ 552,081	\$ 200,000					\$ 352,081	\$ 552,081
Total 2025	\$ 552,081	\$ 200,000		\$ 305,000	\$ 1,000,000	\$ 72,500	\$ 474,581	\$ 2,052,081
<i>Funding Balance Reminaing</i>	<i>\$ (4,078,295)</i>				<i>\$ -</i>			
2026								
Taxiway A Rehab, Lighting & Signage Construction				\$ 3,600,000	\$ 1,000,000	\$ 200,000	\$ 200,000	\$ 5,000,000
Debt Service Terminal Loan (PFC & Local funded)	\$ 552,081	\$ 200,000					\$ 352,081	\$ 552,081
Total 2026	\$ 552,081	\$ 200,000		\$ 3,600,000	\$ 1,000,000	\$ 200,000	\$ 552,081	\$ 5,552,081
<i>Funding Balance Reminaing</i>	<i>\$ (3,603,443)</i>				<i>\$ -</i>			
Total 2022-2026	\$ 1,656,242	\$ 600,000	\$ 15,697,148	\$ 20,570,000	\$ 3,300,000	\$ 1,012,222	\$ 7,384,360	\$ 48,563,730

*SIB Loan information shown in the box is for informational purposes only, and is reflected in the payments under PFC and Local Funds columns

Future Years 2027-2031

Lindbergh Drive Extension							\$ 3,000,000	
Hangar Development Prep NE Airport							\$ 3,000,000	
Debt Service Terminal Repayment 7 years remain	\$ 3,603,443							



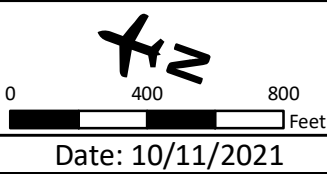
CAPITAL IMPROVEMENTS BY YEAR

2021	2022	2023	2024	2025	2026
<div>1</div> Terminal Design - \$616,225 (F)	<div>1</div> Terminal Design 30-100% - \$1,235,000 (F)	<div>1</div> New Terminal Construction - \$21,428,043 (F,S,L)	<div>1</div> Runway 15-33 Widening (Construction) - \$13,100,000 (F,S,L)	<div>1</div> TW A Rehabilitation, Lighting and Signage (Design) - \$450,000 (F,S,L)	<div>1</div> TW A Rehabilitation, Lighting and Signage (Construction) - \$5,000,000 (F,S,L)
<div>2</div> Commercial Apron Expansion and TWY E Construction - \$3,011,000 (F)	<div>2</div> Reconstruct Taxiway B & D Taxilanes Construction - \$944,444 (F,S,L)	<div>2</div> Runway 15-33 Widening (Design) - \$750,000 (F,S,L)	<div>2</div> Fuel Farm Relocate - \$1,700,000 (L)	<div>2</div> Construct New South GA Ramp (Discovery Air) - \$1,000,000 (F,S,L)	
	<div>3</div> Reconstruct Taxiway Stearman & Northrop Construction - \$650,000 (L)	<div>3</div> Airfield Pavements (Design and Construct) - \$350,000 (L)	<div>2</div> Broom Truck SRE - \$750,000 (L) (No Map Location)		
		<div>4</div> Terminal Civil Work - Landside - \$4,500,000 (F)			



NORTHERN COLORADO REGIONAL AIRPORT (FNL) CAPITAL IMPROVEMENT PROJECTS (CIP) 2021-2026

058





CAPITAL IMPROVEMENT PLAN

FOR THE FIVE YEAR PERIOD
2022-2026

DECEMBER 16, 2021

Capital Improvement Plan (CIP)

- Updated capital plan derived from:
 - Approved 2020 Airport Master Plan
 - FAA Safety Standards for Airport Design
 - Capacity needs for future aeronautical use
 - Strategic Plan
 - Current understanding of future FAA & CDOT funding
 - Regular meetings with FAA Airport District Office & CDOT Aeronautics Grant Managers

Capital Improvement Plan for Federal & State Grants 2019-2028

	FAA Discretionary	Passenger Facility Charge	FAA Entitlements	CDAG Funds	Local Match	Total Project Cost
Previous Year 2018						
Master Plan Update & AGS Phase 1	\$ -	\$ -	\$ 300,000	\$ 16,667	\$ 16,667	\$ 333,334
Total 2018	\$ -	\$ -	\$ 300,000	\$ 16,667	\$ 16,667	\$ 333,334
2019						
Master Plan Update & AGS Phase 2	\$ -	\$ -	\$ 140,000	\$ 7,778	\$ 34,593	\$ 182,371
Terminal Design, supporting infrastructure, & Environmental Assessment	\$ -	\$ -	\$ 31,111	\$ 31,111	\$ 31,111	\$ 93,333
Taxiway F Design & CM	\$ -	\$ -	\$ 560,000	\$ 100,000	\$ 11,111	\$ 671,111
Construct Taxiway F (Possible design & CM) Phase 1	\$ -	\$ -	\$ 1,000,000	\$ 55,556	\$ 55,556	\$ 1,111,111
Total 2019	\$ -	\$ -	\$ 1,700,000	\$ 194,445	\$ 192,371	\$ 2,026,815
2020						
Construct Taxiway F Phase 2	\$ -	\$ -	\$ 1,000,000	\$ 55,556	\$ 55,556	\$ 1,111,111
Rehab GA & Commercial Apron panels, joints, sealcoat, repaint	\$ -	\$ -	\$ -	\$ 100,000	\$ 11,111	\$ 111,111
Repaint Runway Markings	\$ -	\$ -	\$ -	\$ 60,000	\$ 15,000	\$ 75,000
Maintenance Vehicle Replacement	\$ -	\$ -	\$ -	\$ 34,444	\$ 3,827	\$ 38,271
Total 2020	\$ -	\$ -	\$ 1,000,000	\$ 250,000	\$ 85,494	\$ 1,335,494
2021						
Construct Airport Terminal	\$ 7,000,000	\$ -	\$ -	\$ 444,445	\$ 4,000,000	\$ 12,444,445
Terminal Access Improvements	\$ 1,000,000	\$ 200,000	\$ -	\$ 55,556	\$ 55,556	\$ 1,811,112
Remote Tower Permanent Facility	\$ -	\$ -	\$ 500,000	\$ 100,001	\$ 125,000	\$ 625,000
Total 2021	\$ 8,000,000	\$ 200,000	\$ 1,000,000	\$ 1,000,001	\$ 580,556	\$ 14,380,557
2022						
Taxiway Rehab Northrop, Stearman, E	\$ -	\$ -	\$ 640,000	\$ 35,556	\$ 35,556	\$ 711,111
Brown Truck SRE Replacement	\$ -	\$ -	\$ 360,000	\$ 20,000	\$ 20,000	\$ 400,000
Fog Seal Hangar areas	\$ -	\$ -	\$ -	\$ 194,444	\$ 21,605	\$ 216,049
Debt Service SIB Loan	\$ -	\$ 200,000	\$ 1,000,000	\$ 250,000	\$ 280,000	\$ 1,807,160
Total 2022	\$ -	\$ 200,000	\$ 1,000,000	\$ 580,556	\$ 97,161	\$ 1,877,717
2023						
General Aviation Ramp Extension	\$ -	\$ 200,000	\$ -	\$ 1,000,000	\$ 250,000	\$ 1,450,000
Runway Fog Seal & Repaint	\$ -	\$ 200,000	\$ -	\$ -	\$ 27,778	\$ 277,778
Debt Service SIB Loan	\$ -	\$ -	\$ 500,000	\$ 27,778	\$ 27,778	\$ 555,556
Total 2023	\$ -	\$ 400,000	\$ -	\$ 1,000,000	\$ 555,556	\$ 1,955,556
2024						
General Aviation Ramp Rehab ph1	\$ -	\$ 200,000	\$ -	\$ 1,000,000	\$ 55,556	\$ 1,255,556
Fuel Farm Relocation	\$ -	\$ 200,000	\$ -	\$ -	\$ 335,555	\$ 535,555
Debt Service SIB Loan	\$ -	\$ -	\$ 1,000,000	\$ 250,000	\$ 280,000	\$ 1,530,000
Total 2024	\$ -	\$ 400,000	\$ -	\$ 1,000,000	\$ 871,111	\$ 2,271,111
2025						
General Aviation Ramp Rehab ph2	\$ -	\$ 200,000	\$ -	\$ 1,000,000	\$ 55,555	\$ 1,255,555
Debt Service SIB Loan	\$ -	\$ -	\$ 1,000,000	\$ 250,000	\$ 335,555	\$ 1,585,555
Total 2025	\$ -	\$ 200,000	\$ -	\$ 1,000,000	\$ 391,110	\$ 1,591,110
2026						
Taxiway A Rehab	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
Pavement Rehab & Repaint Movement Area Markings	\$ -	\$ 54,722	\$ -	\$ -	\$ -	\$ 54,722
Debt Service SIB Loan	\$ -	\$ 254,722	\$ 1,000,000	\$ 250,000	\$ 502,222	\$ 2,006,944
Total 2026	\$ 3,000,000	\$ 309,444	\$ 1,000,000	\$ 250,000	\$ 502,222	\$ 5,062,666
2027						
Taxiway B & D Taxiway Rehab	\$ 200,000	\$ -	\$ -	\$ 1,000,000	\$ 55,556	\$ 1,255,556
SRE Equipment Replacement	\$ -	\$ 200,000	\$ -	\$ -	\$ 55,556	\$ 455,556
Debt Service SIB Loan	\$ -	\$ -	\$ 1,000,000	\$ 194,444	\$ 21,604	\$ 1,216,048
Total 2027	\$ 200,000	\$ 200,000	\$ 1,000,000	\$ 245,556	\$ 77,160	\$ 1,722,716
2028						
Construct Taxiway A4 Extension	\$ -	\$ 200,000	\$ -	\$ 1,000,000	\$ 250,000	\$ 1,450,000
SRE Equipment Replacement	\$ -	\$ 200,000	\$ -	\$ -	\$ 21,604	\$ 216,048
Debt Service SIB Loan	\$ -	\$ -	\$ 10,700,000	\$ 2,805,556	\$ 2,978,791	\$ 13,784,395
Ten Year Total	\$ 11,000,000	\$ 1,654,722	\$ 10,700,000	\$ 2,805,556	\$ 2,978,791	\$ 28,139,069

Pandemic Impacts to Grant Funding

- Airport grant funding derived from two primary sources

- Federal Aviation Administration (NPIAS)



- Airport and Airway Trust Fund
 - Funded through aviation related excise taxes on passengers, cargo, and fuel
- 2020 aviation fuel and passenger tickets have been severely impacted by sharp reductions in travel due to COVID
- Airport Improvement Program (AIP) impact still unknown for next year, and will likely require support from the treasury to offset contributory losses

- Colorado Department of Transportation Division of Aeronautics



- Discretionary Aviation Grant Program
 - Funded through aviation fuel tax revenues and disbursement
- Fuel tax shortfalls in 2020 have reduced the anticipated program from \$8 million to \$3.25 million statewide
 - State/Local projects will not receive funding in 2021
 - Funding will be applied to federal grant matches

- National Plan of Integrated Airport Systems
 - Released September 30, 2020
 - Shares costs of planned federal projects over next 5 year period
 - 3,310 total airports in the plan
 - Focus is planning & capacity
 - Annually updated
 - Report shows \$17,405,556 in estimated federal funding need for FNL
 - Ranked 8th in Colorado
 - Does not include CARES Act funding
 - Does not factor COVID-19 impacts
 - \$1.4 million less than what is included in recommended CIP (will be updated next year)



https://www.faa.gov/airports/planning_capacity/npias/current/

NPIAS Federal Funding Development Estimate

City	Airport	LocID	Owner-ship	Hub	Role	Category		Current		2021-2025 Dev Estimate
						Current	Year 5	Enplaned	Based	
Denver	Denver International	DEN	PU	L		P	P	31,362,941	2	\$773,163,955
Aspen	Aspen-Pitkin County/Sardy Field	ASE	PU	N		P	P	285,448	95	\$78,667,653
Grand Junction	Grand Junction Regional	GJT	PU	N		P	P	221,978	125	\$76,772,097
Durango	Durango-La Plata County	DRO	PU	N		P	P	189,225	63	\$54,795,852
Colorado Springs	City of Colorado Springs Municipal	COS	PU	S		P	P	845,742	231	\$50,391,667
Eagle	Eagle County Regional	EGE	PU	N		P	P	173,863	89	\$20,363,609
Hayden	Yampa Valley	HDN	PU	N		P	P	100,079	9	\$19,335,000
Fort Collins/Loveland	Northern Colorado Regional	FNL	PU		Regional	CS	CS	2,538	254	\$17,405,556
Montrose	Montrose Regional	MTJ	PU	N		P	P	133,924	81	\$16,788,982
Denver	Centennial	APA	PU		National	R	R	1,767	879	\$13,022,223
Pueblo	Pueblo Memorial	PUB	PU	N		P	P	10,459	120	\$12,947,369
Gunnison	Gunnison-Crested Butte Regional	GUC	PU	N		P	P	36,238	25	\$10,768,241
Greeley	Greeley-Weld County	GXY	PU		Regional	GA	GA	31	153	\$10,277,778
Monte Vista	Monte Vista Municipal	MVI	PU		Local	GA	GA	0	18	\$8,866,666
Steamboat Springs	Steamboat Springs/Bob Adams Field	SBS	PU		Regional	GA	GA	0	60	\$8,477,777
Denver	Colorado Air and Space Port	CFO	PU		Regional	R	R	13	306	\$8,427,778
Denver	Rocky Mountain Metropolitan	BJC	PU		National	R	R	1,044	448	\$7,872,222

Proposed 2022-2026 CIP Highlights

- **Aligned with recommended CIP in Airport Master Plan**
 - Updated cost figures using financial analysis from Master Plan
 - Total five-year capital investment \$42.5 million
 - \$32.5 million in federal funding
 - \$18.8 million of AIP
 - \$13.7 million of CARES Act (\$1.2 million in 2020 for design & \$2 million remainder reserved for operations)
 - \$5.8 million private funding
 - \$2.6 million local funding
 - \$1.6 million state funding
 - Two major projects planned include terminal building replacement and runway widening & taxiway rehabilitation
 - Terminal Project 2020-2024: \$14 million
 - Runway & Taxiway Project 2023-2024: \$15.8 million

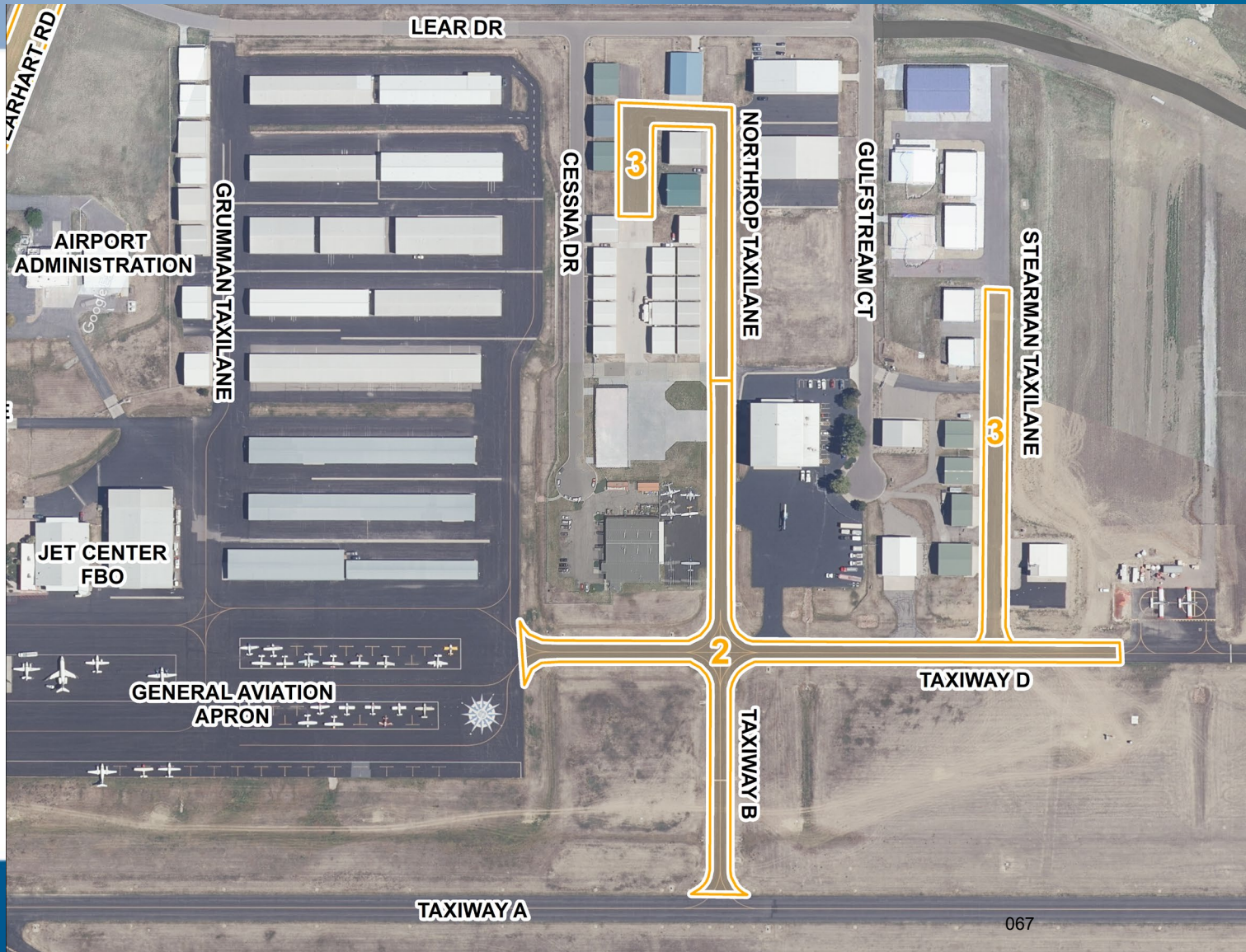
Capital Improvement Plan Funding Summary (2022-2026)

	FY 22	FY 23	FY 24	FY 25	FY 26	Total Five Year Investment
Federal	\$2,085,000	\$19,787,148	\$11,790,000	\$1,305,000	\$4,600,000	\$39,567,148
State	\$47,222	\$37,500	\$655,000	\$72,500	\$200,000	\$1,012,222
Airport	\$697,222	\$2,203,395	\$3,105,000	\$122,500	\$200,000	\$6,328,117
SIB Loan			\$552,081	\$552,081	\$552,081	\$1,656,243
TOTAL	\$2,829,444	\$22,028,043	\$16,102,081	\$2,002,081	\$5,552,081	\$48,563,730

NORTHERN COLORADO REGIONAL AIRPORT		Capital Improvement Plan for Federal & State Grants 2022-2026							
	SIB Loan	PFC	Cares Act \$ 15,697,148	FAA Disc.	FAA Ent.	CDAG Funds	Local Funds	Total Project Cost	
<i>Funding Balance Reminaing</i>									
2022									
Terminal Design to 100%			\$ 1,235,000			\$ -	\$ -	\$ 1,235,000	
Reconstruct Taxiways B & D				\$ 700,000	\$ 150,000	\$ 47,222	\$ 47,222	\$ 944,444	
Reconstruct Taxiways Stearman& Northrop							\$ 650,000	\$ 650,000	
Total 2022			\$ 1,235,000	\$ 700,000	\$ 150,000	\$ 47,222	\$ 697,222	\$ 2,829,444	
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2023									
New Terminal Construction	\$ 5,000,000		\$ 14,462,148		\$ 150,000		\$ 1,815,895	\$ 16,428,043	
Runway 15-33 Widening Design				\$ 675,000		\$ 37,500	\$ 37,500	\$ 750,000	
Airfield Pavements Design & Construct							\$ 350,000	\$ 350,000	
Terminal Civil Work - Landside				\$ 4,500,000			\$ -	\$ 4,500,000	
Total 2023	\$ 5,000,000		\$ 14,462,148	\$ 5,175,000	\$ 150,000	\$ 37,500	\$ 2,203,395	\$ 22,028,043	
<i>Funding Balance Reminaing</i>									
2024									
Runway 15-33 Widening Construction				\$ 10,790,000	\$ 1,000,000	\$ 655,000	\$ 655,000	\$ 13,100,000	
Broom Truck Primary SRE							\$ 750,000	\$ 750,000	
Fuel Farm Relocate							\$ 1,700,000	\$ 1,700,000	
Debt Service Terminal Loan (PFC & Local funded)	\$ 552,081	\$ 200,000					\$ 352,081	\$ 552,081	
Total 2024	\$ 552,081	\$ 200,000		\$ 10,790,000	\$ 1,000,000	\$ 655,000	\$ 3,457,081	\$ 16,102,081	
<i>Funding Balance Reminaing</i>									
2025									
Taxiway A Rehab, Lighting & Signage Design				\$ 305,000	\$ 100,000	\$ 22,500	\$ 72,500	\$ 500,000	
Construct New South GA Ramp - Taxiway D replacement					\$ 900,000	\$ 50,000	\$ 50,000	\$ 1,000,000	
Debt Service Terminal Loan (PFC & Local funded)	\$ 552,081	\$ 200,000					\$ 352,081	\$ 552,081	
Total 2025	\$ 552,081	\$ 200,000		\$ 305,000	\$ 1,000,000	\$ 72,500	\$ 474,581	\$ 2,052,081	
<i>Funding Balance Reminaing</i>									
2026									
Taxiway A Rehab, Lighting & Signage Construction				\$ 3,600,000	\$ 1,000,000	\$ 200,000	\$ 200,000	\$ 5,000,000	
Debt Service Terminal Loan (PFC & Local funded)	\$ 552,081	\$ 200,000					\$ 352,081	\$ 552,081	
Total 2026	\$ 552,081	\$ 200,000		\$ 3,600,000	\$ 1,000,000	\$ 200,000	\$ 552,081	\$ 5,552,081	
<i>Funding Balance Reminaing</i>									
Total 2022-2026	\$ 1,656,242	\$ 600,000	\$ 15,697,148	\$ 20,570,000	\$ 3,300,000	\$ 1,012,222	\$ 7,384,360	\$ 48,563,730	
<i>*SIB Loan information shown in the box is for informational purposes only, and is reflected in the payments under PFC and Local Funds columns</i>									
Future Years 2027-2031									
Lindbergh Drive Extension							\$ 3,000,000		
Hangar Development Prep NE Airport							\$ 3,000,000		
Debt Service Terminal Repayment 7 years remain	\$ 3,603,443			066					

The CIP spreadsheet is included separately as part of the meeting packet

2022 CIP Projects

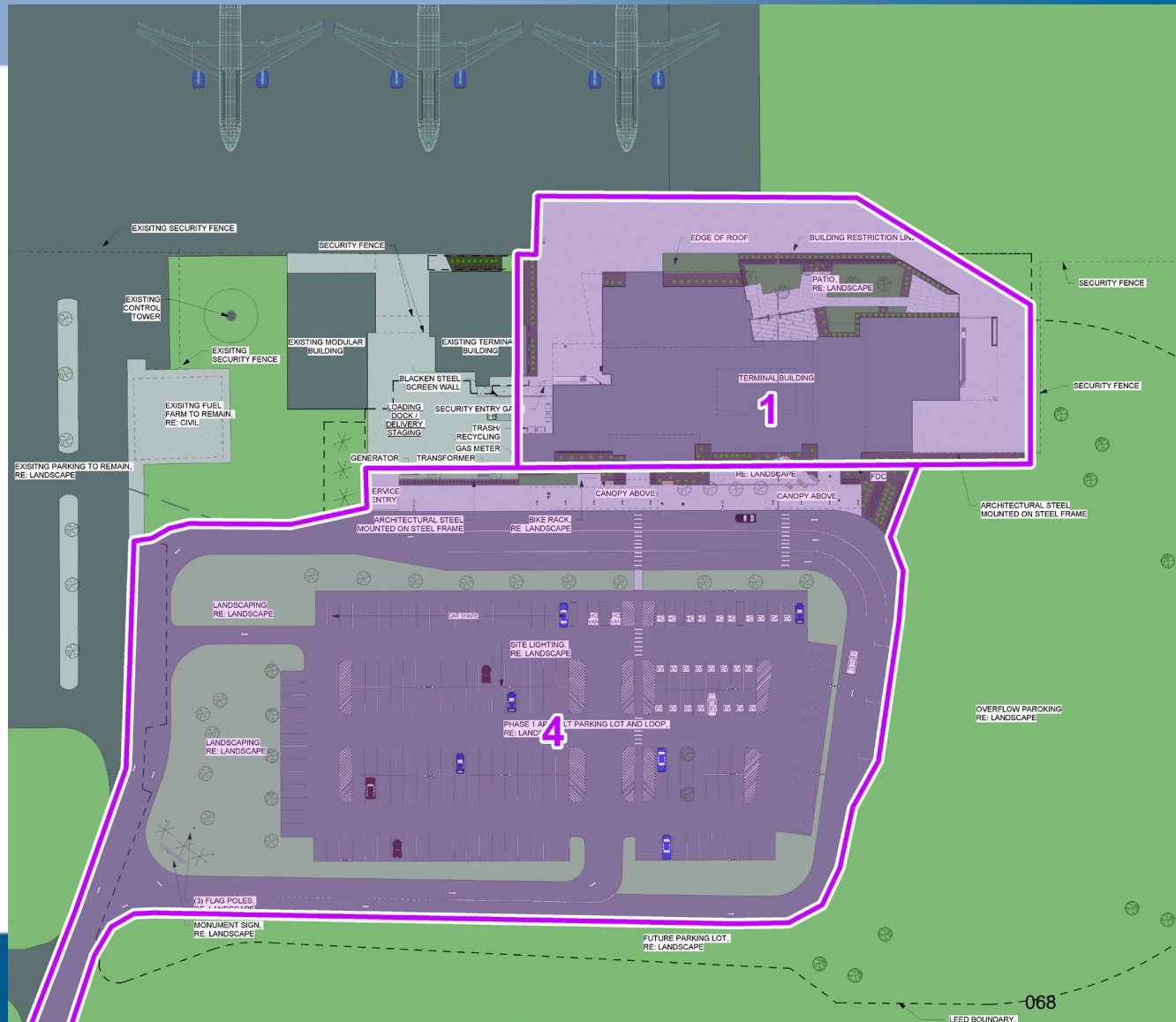


2022

- 1 Terminal Design 30-100%**
 - Cost: \$1,235,000
 - Funding Sources: F
- 2 Reconstruct Taxiways B and D**
 - Cost: \$944,444
 - Funding Sources: F,S,L
- 3 Reconstruct Stearman and Northrop Taxilanes**
 - Cost: \$650,000
 - Funding Sources: L

2023 CIP Projects

NORTHERN COLORADO
REGIONAL AIRPORT



2023

1 New Terminal Construction

- Cost: \$21,428,043
- Funding Sources: F,S,L

4 Terminal Civil Work - Landside

- Cost: \$4,500,000
- Funding Sources: F

NORTHERN COLORADO
REGIONAL AIRPORT

2

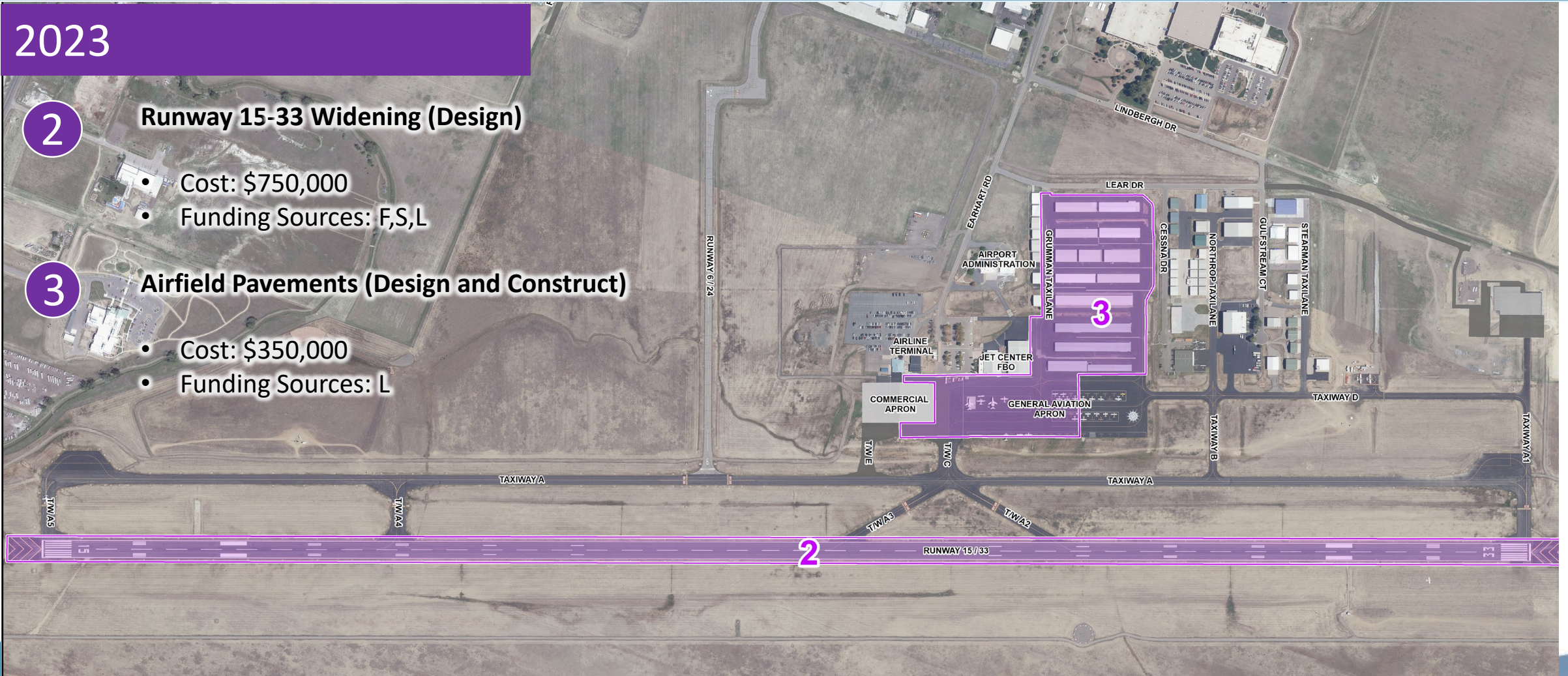
- Cost: \$750,000
- Funding Sources: F,S,L

- Cost: \$750,000
- Funding Sources: F,S,L

3

- Cost: \$350,000
- Funding Sources: L

- Cost: \$350,000
- Funding Sources: L



2024 CIP Projects

NORTHERN COLORADO
REGIONAL AIRPORT



2024

1 Runway 15-33 Widening (Construction)

- Cost: \$13,100,000
- Funding Sources: F,S,L

2 Fuel Farm Relocate

- Cost: \$1,700,000
- Funding Sources: L

NORTHERN COLORADO
REGIONAL AIRPORT

1

- Cost: \$450,000
- Funding Sources: F,S,L

2

- Cost: \$1,000,000
- Funding Sources: F,S,L

2026 CIP Projects

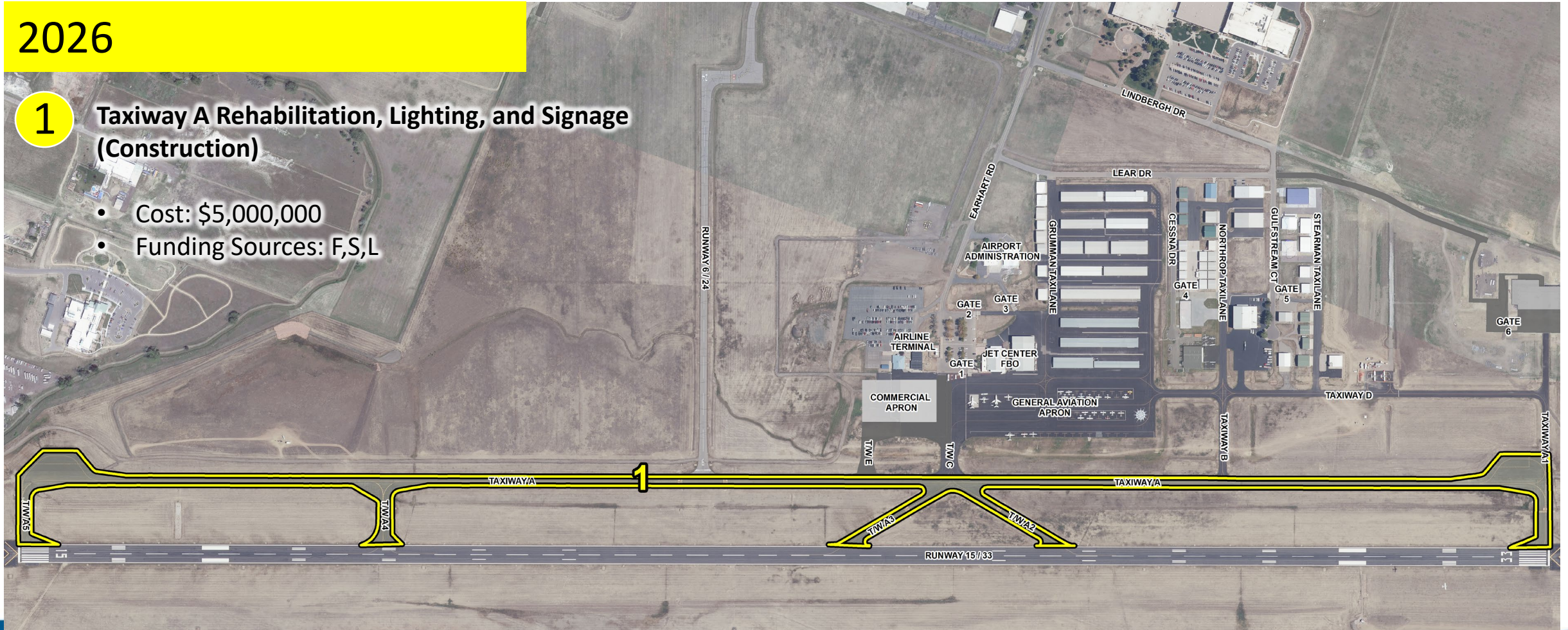
NORTHERN COLORADO
REGIONAL AIRPORT

2026

1

Taxiway A Rehabilitation, Lighting, and Signage (Construction)

- Cost: \$5,000,000
- Funding Sources: F,S,L



Recommendation & Next Steps

- Staff & PDSC recommend adoption of the updated CIP
 - Staff will request project funding from FAA & State resources
- Recently passed Federal Infrastructure Bill will be providing additional funding opportunities for project funding:
 - 5 year program ~\$20 Billion, or an additional \$4 Billion each year (just over twice the typical FAA AIP amounts)
 - Critical to get 10,000 enplanements in 2022
 - Allocation is expected to be an additional \$400,000 annually for the current FNL classification of airport, General Aviation: Regional/ Commercial Non-Primary
 - Providing \$100 million minimum annually for Commercial Non-Primary Airports for Terminals
 - Staff is going to be highly focused on applying for these resources

RESOLUTION #R-17-2021

A RESOLUTION APPROVING THE 2022-2026 CAPITAL IMPROVEMENT PLAN OF THE NORTHERN COLORADO REGIONAL AIRPORT

WHEREAS, the Northern Colorado Regional Airport Commission (“Commission”) was established by the City of Loveland (“Loveland”) and the City of Fort Collins (“Fort Collins”) pursuant to that certain Amended and Restated Intergovernmental Agreement for the Joint Operation of the Fort Collins-Loveland Municipal Airport dated January 22, 2015 (“2015 IGA”), to effectuate changes to the governance structure and pursue development of the Fort Collins-Loveland Airport (now known as the Northern Colorado Regional Airport) as a regional airport. The IGA was amended in 2016 and 2019; and

WHEREAS, pursuant to the 2015 IGA, as amended, the Cities granted certain authority to the Commission, including the authority to “develop budgets, establish capital and operations reserve policies and propose capital projects consistent with Approved Airport Budget;” and

WHEREAS, the Federal Aviation Administration (“FAA”) requires the Airport to prepare a ten-year capital improvement plan on an annual basis; and

WHEREAS, Airport staff has prepared the 2022-2026 Capital Improvement Plan (“CIP”), attached hereto as “Exhibit A.” The CIP is based upon the Airport’s anticipated budget for such future years, subject to approval and appropriations by the two Cities; and

WHEREAS, the Commission has reviewed the CIP and desires to approve the CIP as the Airport’s required ten-year capital improvement plan.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTHERN COLORADO REGIONAL AIRPORT COMMISSION:

Section 1. That the 2022-2026 Capital Improvement Plan, attached hereto as “Exhibit A,” is hereby approved, subject to annual appropriations by the City of Fort Collins and City of Loveland.

Section 2. That this Resolution shall be effective as of the date and time of its adoption.

ADOPTED this 16th day of December, 2021.

Don Overcash, Chair of the
Northern Colorado Regional Airport Commission

ATTEST:

Secretary

APPROVED AS TO FORM:



Senior Assistant City Attorney



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 9

MEETING DATE: December 16, 2021

PREPARED BY: Aaron Ehle, Business & Development Specialist

TITLE

COVID Business Assistance Program Review

RECOMMENDED AIRPORT COMMISSION ACTION

Make a motion to discontinue the ability of current program participants to utilize the rent deferral assistance for new debt after December 31, 2021. Additionally, require that all deferred rent be repaid within three years.

BUDGET IMPACT

Potentially negative due to risks of default

SUMMARY

This is an Airport Commission approved program designed to provide relief to Airport businesses due to the financial impacts of the COVID-19 Pandemic. In August of 2021, the program was closed to new participants. Two businesses are participating in the program, with \$105,000 of combined deferred rent as of November 30, 2021. FAA guidance requires Airports to charge interest on deferred balances based on the published Federal treasury note interest rate.

Airport staff is recommending that the ability to defer rent be discontinued after December 31, 2021. Staff has been in communication with both participating businesses and is working to establish reasonable rent payback schedules. Both businesses have indicated that they will repay deferred rent within 36 months. During time, interest will be charged on unpaid balances in accordance with regulations.

ATTACHMENT

None